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**HANDBOOK**  
for  
**OVERSEAS PERSONNEL**  
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UNITED CHURCH BOARD FOR WORLD MINISTRIES

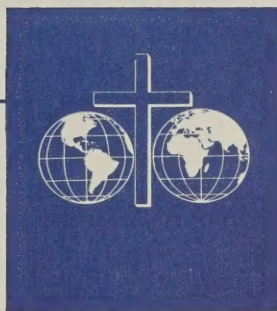
Pam  
Missionary  
personnel







**HANDBOOK**  
for  
**OVERSEAS PERSONNEL**  
of the  
*United Church Board for World Ministries*  
of the  
**United Church of Christ**



ADOPTED BY  
**THE BOARD OF DIRECTORS**

**1964**



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## THIS HANDBOOK

This Handbook is prepared primarily for the use of Overseas Personnel of the United Church Board for World Ministries. Its purpose is to show you as clearly as possible the relations of Overseas Personnel to the Board and to the field organizations to which they are related. Changes may be made by the Board of Directors to meet new conditions as occasions demand.

It is assumed at the outset that the Board of Directors, the Officers of the Board and the Overseas Personnel are fellow workers in a common service. This statement of their relationship is issued to provide a clear understanding and to promote regular and orderly procedure. Most of the regulations are the result of long experience and are but the record of methods that have hitherto proved successful and satisfactory.

Experience has shown that confusion and misunderstanding may arise when a person fails to study the Handbook and does not become familiar with these regulations. You are urged to keep it close at hand for easy reference. Any question that is not answered here will, upon request, receive the careful consideration of the Officers and the Board of Directors.

Readers will note that both the Table of Contents and the Index refer to numbers in the left-hand margin of the text, and that these numbers in each of the eight "PARTS" begin with 101, 201, 301, etc. to permit later additions to each "PART" as may be desired in a loose-leaf booklet.

It is expected that you will cordially accept these rules and regulations and will, to the best of your ability, strive to abide by them.



## TERMINOLOGY

In earlier days persons sent overseas by the Board were designated "missionaries" and were assigned to and worked in a "mission." Now the Board works in a changed and changing situation. Indigenous churches with their own autonomous and responsible bodies have grown up in most areas. So too have institutions, such as colleges, developed their own indigenous governing bodies. The extent to which this process (devolution) has taken place varies greatly and no uniform terminology prevails everywhere. Thus the Board's cooperative relationships with churches and institutions differ in different parts of the world.

In all cases there is a Field Authority with which the Board corresponds and cooperates in the development and administration of the work in the Field Authority's competence. This may be an indigenous church or institution such as a college, a National Christian Council, a purely missionary organization, or a joint church-mission body. All Board Personnel should ascertain from the Area Secretary or the General Secretary for the Division of World Service the nature of the Field Authority in the area to which they are assigned.

The Field Authority ordinarily has a responsible administrative officer (Bishop, President, Secretary, or other) and a Treasurer appointed by and responsible to the Field Authority. In some cases the Board may name a Field Representative who fulfills a representative function in relationship to the Field Authority on behalf of the Board and his Board-appointed colleagues.

In addition, on some fields there is a Field Secretary and/or Field Treasurer appointed by the Board and responsible to the Board. In some cases the Field Treasurer and the Treasurer of the Field Authority may be the same person with distinct but interrelated responsibilities.

In some areas where a number of Mission Boards are at work, there is an Interboard Committee which either coordinates work or receives funds and Personnel from the different Boards.

The Area Secretary is an officer of the Board responsible for its relationships with a specific area of the world. The areas are Africa, Europe, India and Ceylon, Latin America, Near East, and the Pacific. (For other staff: See Appendix I.)

Board Personnel are persons appointed by the Board assigned to work in the jurisdictions of a Field Authority. They may be appointed for Career Service, Regular Term Service, or Short Term Service. They may be assigned as Missionaries, Mission Associates, Service Representatives, Fraternal Workers, or by other designations in keeping with their work or the terminology of the Field Authority to which they are assigned. In some cases persons are designated Missionaries-at-large and are not assigned to a Field Authority.

Another group of persons who are not appointed, nor in the paid service of the Board, are those recognized as being on Special Service. Their relationship to the Board is for inspiration and guidance in fulfilling their vocation as Christians.



OFFICE ADDRESSES

UNITED CHURCH BOARD FOR WORLD MINISTRIES

475 Riverside Drive  
New York, New York 10027, U.S.A.  
Cable: Fernstalk New York

14 Beacon Street  
Boston, Massachusetts 02108, U.S.A.  
Cable: Fernstalk Boston

1720 Chouteau Avenue  
St. Louis, Missouri 63103, U.S.A.  
Cable: Worldserv St. Louis



## PART I

### THE BOARD

#### A. THE PURPOSE OF THE BOARD

101 "He calls us into his Church  
to accept the cost and joy of discipleship  
to be his servants in the service of men  
to proclaim the gospel to all the world...."

These words from the Statement of Faith of the United Church of Christ are a modern formulation of the purpose of the United Church Board for World Ministries. Inscribed on the wall at the entrance of the New York office they challenge all who come and go.

A century and a half earlier, the Charter of the Board put the same purpose into language appropriate to the vocabulary of that time:

"The object of this Board is to propagate the Gospel  
among unevangelized nations and communities by  
means of preachers, teachers, Bible readers,  
other helpers and the press."

In the intervening years many varied terms have been used to describe the pursuit of this all-inclusive aim: to go on a mission, to evangelize, to heal, to serve, to teach, to share, to build the Church, to be witnesses. In all of these the Board has sought, in both word and deed, to express the love of God at work among men, to serve mankind in its need, to bring all men into the fellowship of the Church and to make the gospel effective in all of life.

#### B. THE SCOPE AND NATURE OF THE WORK

##### 102 1. Ministry to the Whole Man

"Nothing human is foreign to the World Mission of the Christian Church." This fact governs the scope of the work of the Board. It is concerned with ministry to the needs of man as and where he is in the name of the redeeming and living Christ. This ministry is directed to the whole man - body, mind and spirit. It is carried out by men and women who know Him in whom they have believed and have been chosen for their faith in God, their desire and ability to communicate effectively in one way or another the content and significance of Christian experience, and their professional skill in some chosen branch of service.

##### 103 2. The Gospel for All Nations

Every human being has a right to the gospel of Jesus Christ. It is the supreme purpose of the Board to share this gospel with all nations, through witness of the spoken and written word and deeds of service. The gospel can best be communicated through the God-given Christian Church,



the fellowship of those who live and serve in the spirit and power of Christ. Hence we seek to foster in every land churches which will support and direct their work in an outgoing ministry

104      3. Forms of Ministry

The early missionaries of our era went out with rare singleness of purpose to preach the Gospel. Constrained by the compassion of Christ they soon found themselves engaged in ministry to manifold human needs. Today that ministry has in most countries developed institutions for educational, medical, social, agricultural, vocational and literary work. Along with this, organizations have developed to minister in situations of acute human need, caused by natural catastrophes and strife among men, which call for immediate relief and for preventive measures. Thus, "Mission" and "Service" are distinct but interrelated and both are part of the "Ministry."

105      4. The Spirit of This Ministry

It is expected that there will be Christian teaching and worship in all institutions in an appropriate form where the laws of the country permit. Along with this, the importance cannot be overemphasized of creating an atmosphere in all institutions so definitely Christian that it will be impossible for any person to remain in them for long without receiving distinct impressions of the supreme value of Christianity. Sound Christian character should be the aim of every staff member and the goal of every institution and service organization.

106      5. The Creative Thrust of This Ministry in Society

It is to be expected that the work of the church and its institutions will eventuate in developing Christians who, as children of God, will think independently and courageously as citizens and members of the community. It should be the aim to motivate and to train men and women who will enter into varied forms of service, within or without the organized church, that are in keeping with the purposes of Christ for men and for society, and are animated by his spirit.

107      6. Growth of Governments

Increasingly in recent years local and national governments have grown in their desire and capacity to serve their people in education, sanitation, medicine, economic development and relief. Specialized agencies related to the United Nations such as UNESCO, the World Health Organization, the Food and Agricultural Organization, and others have helped enormously in promoting human welfare.

108      7. Growth of the Church and the Ecumenical Movement

There is now a church in nearly every land. Primary responsibility for Christian work in their areas, both for giving and receiving, now lies with these indigenous churches. It is quite possible that in some areas "devolution" has not gone far enough, and in other areas "partnership" has not been conserved.



Local churches have been brought together in regional and national councils, and sometimes in organic union. National councils and churches have been drawn together through the International Missionary Council, and more recently in the World Council of Churches and its several Divisions. These ecumenical bodies have unique potential as a force for unity, witness and service.

109      8. Joint Action for Mission and Service

With the above factors, among others, in mind, plans need to be made in each geographical area by the people of the area who must carry them out. Conscious of this fact, the World Council of Churches is proposing that in several localities churches and representatives of related Mission Boards study intensively the conditions to determine what most needs to be done by the church today. Efforts will be made to discover local resources that are available, or may be made available, together with resources that may be needed from Mission Boards. Thus it is the intention to redeploy these resources to meet the greatest needs in the most effective way. This calls for spiritual insight and sacrificial action. The Board is in sympathy with this and similar efforts, and stands ready to consider proposals that come from each field for modification of the use of appropriations and Board Personnel.

C. THE BOARD IN THE CONTEXT OF THE UNITED CHURCH OF CHRIST

110      The United Church of Christ was formed June 25, 1957, by the union of the Evangelical and Reformed Church and the General Council of the Congregational Christian Churches of the United States. The General Synod of the United Church of Christ, in July 1961, recognized the United Church Board for World Ministries as its instrumentality for the planning and conduct of its program of mission and service abroad and of emergency relief anywhere, continuing the work of the American Board of Commissioners for Foreign Missions, the Board of International Missions of the Evangelical and Reformed Church, the Evangelical and Reformed Commission on World Service, and the Congregational Christian Service Committee, Inc. The United Church Board for World Ministries is the legal continuation of the American Board of Commissioners for Foreign Missions, incorporated in Massachusetts in 1812.

As a result of this action and the constitutional organization adopted at that time, there are eight instrumentalities of the General Synod of the United Church of Christ:

- The United Church Board for World Ministries
- The United Church Board for Homeland Ministries
- The Council for Christian Social Action
- The Council for Church and Ministry
- The Council for Lay Life and Work
- The Stewardship Council
- The Office of Communication
- The Pension Boards

From the above statements and from the Chart of Organization of the United Church of Christ found in Appendix I of this Handbook, it will be seen that this Board is one of the eight instrumentalities of the

General Synod of the United Church of Christ.

The internal organization of the United Church Board for World Ministries, and of its staff, will be clear by reference to the two charts also found in Appendix I of this Handbook.



## PART II

### OVERSEAS PERSONNEL

#### A. BOARD PERSONNEL - MOTIVATION AND FORMS OF SERVICE

##### 201 1. Motivation

Making Christ's gospel relevant in a world in flux requires a variety of ministries. In seeking to clarify the variety of forms of service with which the United Church Board for World Ministries is concerned, there is no intent to place a value judgment on one form as over against another. From all Board Personnel is expected that full measure of commitment to Christ's mission which characterizes "saints, (equipped) for the work of ministry, for building up the body of Christ."

##### 202 2. Kinds of Ministries

Within the primary requirements of Christian missionary commitment, exceptional personal ability and top-grade professional competence, there is need for pastors, teachers, doctors, nurses, social workers, agriculturists, theologians, writers, administrators, relief and refugee workers, and others.

##### 203 3. Categories of Personnel

Persons who are appointed constitute "Board Personnel" and should be distinguished from those on "Special Service" who are recognized. (See Secs. 213-217.) The rest of A and B deals with those who have been appointed. Those who have been appointed as a result of the full processes of the Personnel Committee may be assigned to sister churches overseas, to ecumenical organizations and programs, or to institutions and projects for which the Board has primary responsibility. The body to which they are assigned may in some cases reimburse the Board in full or in part for the expenses involved, but the persons remain in the legal sense Board employees.

##### 204 4. Career Service

Board Personnel will be confirmed and commissioned for Career Service only after having completed a period of service on the field, either on Regular Term or Short Term appointment. This commission is given by the Board on behalf of the United Church of Christ at the request of the individual concerned and after careful consultation between the Field Authority and the Board. Career Personnel are persons recruited and employed by the United Church Board for World Ministries whose vocational commitment is for a career in world ministries. They may serve in a variety of capacities and are the basic on-going core of Board Personnel. They may be assigned as Missionaries, Service Representatives, Fraternal Workers, or with other designations appropriate to their work and field of service. They are related to the Board primarily through the Mission or Service Division. The end of each term of service is an occasion for

recommitment of the individual in the service, subject to an invitation from the Field Authority and approval of the Board.

205

#### 5. Regular Term Service

Persons on Regular Term Service are recruited and employed by the United Church Board for World Ministries and in the first instance go overseas for the normal term of service in the area to which they are assigned. The mutual responsibilities of the Appointee and the Board are essentially the same as those for persons on Career Service. They may serve in a variety of capacities. It is expected that besides competence in their particular vocations they, just as persons on Career Service, will seek to become skilled in the language, culture, history, religions, and problems of a given geographical area, as if they were going to spend their lives there. Persons appointed for Regular Term Service may be assigned as Missionaries, Service Representatives, Fraternal Workers, or with other designations appropriate to their work and field of service. They are related to the Board primarily through the Mission or Service Division. The end of the first term of service is normally the occasion for deciding about Career Service.

206

#### 6. Short Term Service

Persons on Short Term Service, usually single, are recruited and employed by the Board for specific tasks for a limited term of service in world ministries - normally three years. Although the intention is usually for a limited period, it is expected that such persons will seek to understand and identify themselves with the area to which they go and that some may, in the light of the experience, wish to continue in Career Service. Certain provisions of the Board such as for retirement, for outfit, and for language study differ between Regular and Short Term Appointees. This does not alter the basic employer-employee relationship and appointment through the channels of the Personnel Committee. Persons appointed for Short Term Service may be assigned as Missionaries, Mission Associates, Service Representatives, Fraternal Workers, or with other designations appropriate to their work and field of service. Their primary relationship to the Board is through the Mission or Service Division. A typical Memorandum of Agreement between a Short Term Appointee and the Board is found in Appendix II.

207

#### 7. Secondment (Assignment on Loan)

In some cases persons on "Career," "Regular Term" or "Short Term" service are seconded or loaned to other organizations. This terminology is used when the person is actually in the employment of the organization to which he is seconded rather than in Board employment. Such organizations are those with which the Board is rather directly involved such as Church World Service, World Council of Churches, and others. Normally full costs are borne by the employing organization, although in some instances the Board, after agreement, makes a grant to the organization or person concerned. As a rule, persons not in the employ of the Board but desiring to have a relationship with it fall under the category of "Special Service."



## B. BOARD PERSONNEL - ORIENTATION

### 208 1. Orientation Before Departure

Normally the Appointee for service overseas will have had the benefit of nurture in a Christian home and in a church throughout childhood and youth, and will have taken an active part in church life. He will at least have completed undergraduate study, and will have any necessary professional training. In an exceptional case, where such preparation has not been completed, the Board will consider on its merits a request for assistance to complete the necessary studies. After appointment and before departure, for a period extending from a few weeks up to a year, special preparatory studies are desirable. This may mean a course at the Missionary Orientation Center at Stony Point, New York or studies of racial and ethnic questions or area studies in the culture and religion of the country concerned or courses in tropical medicine or midwifery or preparation for teaching English. When such courses are required and approved the Board will meet the expenses.

### 209 2. Knowledge of the Language

The Board regards the ability to read, write, and speak the local language as an indispensable qualification for effective missionary service. The Field Authority in each area is expected to give Regular Term Appointees adequate time for study, to provide for proper language instruction, and to examine all Regular Term Personnel at stated times regarding their knowledge of the language. The Field Authority is also requested to report the result of this process to the Area Secretary of the Board responsible for the correspondence with the field. Facility in use of the language, along with other factors in adjustment to the work, will be considered in making Career Appointments. This procedure is to be followed with all Regular Term Personnel unless an exception is specifically approved by the Board upon the recommendation of the Field Authority.

### 210 3. Study After Reaching the Field

In most cases further study of the religion and culture of the country will be desirable after arrival on the field. The decision as to the relative merits of study in the United States and on the field will be made by the Board.

### 211 4. Study During the First Furlough

Usually during the first furlough a portion of the time should be spent in study, possibly toward an advanced degree. Such study will be in competition with the need for rest and requests to do promotional work. It should be planned well in advance in consultation with the Field Authority and in correspondence with the Area Secretary, with specific reference to the work to which the individual is likely to be assigned upon return to the field. The decision about study rests with the Board.

### 212 5. Financial Provision for Study

In some cases Board Personnel, either before departure or when on furlough, will be on a furlough allowance with provision for rent and for

tuition and books. In other cases in the United States or on the field special grants will be necessary. In any event these matters should be considered well in advance with clear provision for study as to the time, place, and cost, the decision to be made by the Board.

### C. SPECIAL SERVICE

213 This category includes persons, normally members of the United Church of Christ, but not employed by the Board, who live and work for a period overseas and seek to make this experience an occasion for Christian service and witness. They fall into four main groups, only two of which are given "Special Service" recognition by the Board. The main common characteristic for the purpose of this Handbook is that the Board is not their legal employer, although their very mention indicates the importance of the service they can render to the World Mission.

#### 214 1. Persons Employed by Other Organizations and Recognized by the Board

In an increasingly ecumenically-minded world, members of the United Church of Christ are serving overseas. In some cases they are employed by Christian organizations in which the Board is not directly involved, yet they desire to maintain a relationship to their own church. If they request such a relationship, they can, after clearance with the employing organization, be recognized by the Board as being on Special Service. The Board needs to be satisfied of their Christian commitment and intent, but final decision on their professional qualifications is made by the employing organization, although in some cases "recommendation" by the Board, after full investigation, may be determinative. On occasion, by special vote, the Board may make a grant to the employing organization or to the individual.

In some cases they are employed by a "secular" organization. Such occasions are rare and are considered only when the person concerned has sought such employment overseas out of a deliberate desire for Christian witness, and recognition is given by the Board when it is fully convinced of his intent and commitment and when he requests such a relationship.

#### 215 2. "Contributed" Services

Professors and pastors on sabbaticals and others with particular professional skills are often willing to contribute several months or a year of service. Such persons are sought out and placed in Board-related projects and institutions. They are not employed by the Board, although the Board or the institution concerned may by special vote give limited financial assistance. Theological seminary interns spending a year abroad under Board auspices are normally included in this group.

All persons in (1) and (2) are "recognized" by the Board, not appointed, and are listed in the Directory when service is for a year or longer. Those in (3) and (4) are not so recognized or listed.

#### 216 3. Churchmen Overseas

Churchmen Overseas are those members of the United Church of Christ



who for a variety of reasons are on an overseas assignment, whether in business, industry, government (including the Armed Services) or education, and who with guidance can be helped to see their presence in another country as an opportunity for Christian witness. The Board tries to know who they are, to provide such help as is possible through orientation and literature, and to keep in touch with these Churchmen Overseas. It tries to introduce them to the Christian community in the place where they work and to suggest patterns of pertinent witness. "Recognition," if any, should be given by their local church, not the Board. The Board seeks to provide help in receiving Churchmen Overseas who come for temporary residence in the United States from churches overseas, and welcomes their names from Board Personnel overseas.

217      4. Tourists

The Board does not overlook the potential witness of those who travel abroad as tourists. Their behavior, attitudes, and interests make an impact in the Christian world mission one way or another, whether they know it or not. Board Personnel by helping such tourists to understand who they are, as well as to know something of Christian work in the areas they visit, make a contribution to Our Christian World Mission at home and abroad.

## PART III

### HEALTH, TRAVEL, FURLOUGH, OUTFIT AND FREIGHT

A, B, C, D, and E of PART III deal with different but interrelated topics. Users of this Handbook are advised to consult Appendices IV and V which give check lists of items to be covered by Appointees about to depart for the first time, and by Personnel preparing for furlough.

#### A. MEDICAL PROCEDURES

##### 301 1. Physical Examinations and the Purpose of These Procedures

The Board requires (1) those who are appointed for work overseas, (2) those returning to the United States after work overseas, (3) those returning to the field after furlough, (4) those leaving the service of the Board, and (5) those retiring from active service, to have physical examinations at the earliest practicable date by medical authorities approved by the Board. The reports of the examinations should be sent to the Medical Desk. This procedure helps the Personnel (a) to discover difficulties at an early date, (b) to deal with such difficulties promptly and constructively and (c) to meet medical expenses according to the medical rules.

##### 302 2. Medical Clearance for Appointment

Appointment is voted subject to medical clearance, which is given by the Associated Mission Medical Office (AMMO). The Board is responsible for the cost of the medical examination and such x-rays and laboratory tests as the AMMO may require in connection with that examination. However, the cost of any medical treatment required for clearance will normally be the responsibility of the applicant.

##### 303 3. Medical Clearance for Departure

Whenever a period of three or more months intervenes between the AMMO's clearance for appointment and departure for the field, it may be necessary to repeat certain aspects of the physical examination to secure clearance for departure.

(a) Medical clearance for departure is requested from the AMMO by the UCBWM Medical Desk on notification from the Area Secretary;  
a and the Appointee is notified by the AMMO through the Medical Desk when clearance is granted.

(b) An immunization worksheet will be sent the Appointee by the AMMO and must be returned to the AMMO before clearance can be granted.

(c) Reimbursement for the cost of medical clearance for departure will be made by the Treasurer upon the Appointee's presentation of receipted bills to the Medical Desk. This will include the cost



of required inoculations and vaccinations but normally will not include either the cost of optical aids or dental work, unless the Appointee has already begun to receive regular payments of salary or other support allowances.

(d) Medical coverage (See Secs. 304-310) for new Appointees begins with departure for the field or when the Board initiates regular payments of salary and/or allowances, as is the practice during pre-field orientation and training courses, providing that all medical and dental expenses required for appointment have been met by the Appointee, except the cost of initial examination for medical clearance which is paid by the Board.

#### 4. Annual Medical Examination with Help of the Field Medical Committee

An annual health examination is required of all Board Personnel while on the field. It is the duty of the field medical officer, or of the medical committee if there is one, (a) to arrange for these examinations, (b) to supervise the carrying out of any medical treatment recommended, and (c) to send a copy of the reports of these examinations to the Medical Desk of the Board. It is the duty of Board Personnel to take personal responsibility in arranging with the doctor concerned for this annual examination.

#### 5. Medical Coverage for Career and Regular Term Personnel

The Board will pay the cost of approved medical care for Career and Regular Term Personnel according to the following schedule of allowances but with the understanding that special appeals will be considered in cases of unusual hardship.

(a) Hospitalization at semi-private rate, with the Personnel contributing \$2 per day after the first seven days;

(b) physicians' and surgeons' fees; nursing care; laboratory and x-ray examinations directed by a qualified physician;

(c) physician's fee for the required annual physical examination;

(d) cost of inoculations and vaccinations required for the field;

(e) anti-malarial drugs or their cost where malaria is endemic and year-round use of such drugs is a necessary health measure;

(f) dental surgery;

(g) the examination fee of an M.D. oculist and one pair of lenses on new prescription (contact lenses only as recommended in writing by the oculist for medical reasons);

(h) travel for medical care, when judged necessary by the field medical officer;

(i) one-half the cost of medicines prescribed by a qualified physician;

(j) one-half the cost of regular dental work, including dentures;

(k) one-half the cost of hearing aids and special appliances recommended by a physician and approved before purchase by the AMMO or the Board's medical consultant.

## 6. Orthodontia for Families of Career Personnel

Upon application in the case of Career Personnel and their families, the Board by special action may share in the cost of orthodontia. Before a decision can be made by the Board as to whether it should share in the cost of orthodontia, the following are required: a study model, an x-ray, a written description of the orthodontist's proposed treatment, and an estimate of the cost to be submitted for evaluation and recommendation by a dental expert nominated by the Board.

## 7. Medical Coverage for Short Term Appointees

Unless there are special provisions in the vote of appointment, the Board will pay the cost of approved medical care for Short Term Appointees according to the following schedule of allowances:

(a) through (e) as in Sec. 305 above;

(f) the examination fee of an M.D. oculist and one pair of lenses on new prescription during the short term of service;

(g) travel for medical care, when judged necessary by the field medical officer;

(h) one-half the cost of medicines prescribed by a qualified physician;

(i) one-half the cost of regular dental work and emergency dental surgery (exclusive of the cost of dentures).

## 8. Medical Clearance at Start of Furlough or Termination of Service

Personnel returning to the United States for furlough should complete the Furlough Information Sheet and return it to the Area Secretary as soon as travel dates are arranged. Medical clearance through the AMMO becomes the first priority on arrival in the United States. The UCBWM Medical Desk notes the place and date desired for the medical examination and notifies the AMMO. Personnel entering through New York receive an appointment for the entire family at the AMMO. Those entering the United States through other ports will receive the necessary blanks and instructions from the AMMO with a list of doctors recommended in the area in which the Personnel will initially be located.

For Personnel returning to the United States to terminate Board relationship, the procedure is similar, but it is even more important that medical clearance be secured as expeditiously as possible. In such cases the Board will normally accept responsibility for the cost of recommended treatment according to its schedule of medical benefits and within a period ending three months after the arrival of the Personnel in the United States or (if this is the longer period) within the period ending with the termination of furlough salary payments.

Personnel returning for a three-month furlough will normally require only one medical examination, with the AMMO issuing the medical clearance



for departure to the field automatically if all recommendations have been satisfactorily carried out. Personnel remaining in the United States for a longer period will be required to follow essentially the same procedure as that outlined in Sec. 303.

309      9. Medical Clearance on Field for Short Term Personnel

When Short Term Appointees (Mission Associates) elect to return to the United States by an indirect route, the lump sum grant will be made only after they have received medical clearance on the field. This will be regarded as final medical clearance and will mark the end of Board responsibility for medical expenses.

310      10. Medical Coverage for Retired Personnel

The rules for reimbursement of medical costs for Retired Personnel are the same as for Career Personnel in active service (See Secs. 305-306). However, persons qualifying for less than a full pension become eligible for medical care only as provided in specific Board action but usually in the proportion which the retirement provision bears to the full pension guarantee. When complete care becomes necessary, Retired Board Personnel or their relatives shall consult with the Medical Desk before arranging for admission to and removal from a nursing home. The Board provides, toward the cost of complete care in a nursing home or hospital, a sum related to the amount of pension and the length of service. Complete details of these provisions with examples are provided in Appendix VI.

311      11. Board Medical Personnel to Care for Board Personnel

Board Medical Personnel are to be regarded as the doctors and nurses of all Board Personnel within their reach and are to render service to them without charge.

312      12. Annual Vacation

All Board Personnel are entitled to and, for the sake of their health and efficiency, are expected to take an annual vacation of at least one month. In those areas where it is impossible to spend this in a healthful environment, arrangements should be made for a mid-term vacation of at least three months.

313      13. Leave

It is expected that Board Personnel will not leave the field area on their own responsibility; permission must be secured from the Field Authority. Absence for more than two months for work assigned by the Field Authority or for longer than the normal vacation period, for personal reasons, should have prior Board approval.

314      14. Salary Adjustments Due to Death-Timing

Adjustments in salary due to the death of Board Personnel (husband or wife) normally take effect on the first day of the month following the date of death.

315 15. Expense of Last Sickness

If a written request is made to the Treasurer, the Board will help meet unusual expenses connected with the death of Board Personnel by providing a sum not to exceed three months' salary.

B. TRAVEL ARRANGEMENTS

316 1. Cost of Travel

The Board pays the expense of the travel from the home of Board Personnel to their station, or vice versa, by direct route, with the most economical arrangements consistent with health and comfort.

317 2. Passports and Permits

All Board Personnel going to other countries must be provided with passports, visas, and necessary permits to enter those countries for mission or service work. Upon application, the Assistant to the Treasurer will give directions for securing both passports and permits. It is advisable that husband and wife have separate passports. Expenses for passports should be charged to the travel account. In certain countries Personnel must apply well in advance before leaving the area for permission to re-enter the country after furlough.

Board Personnel arriving in the United States and expecting to return to the field after furlough should deposit their passports with the Treasury Division at the time of their first official visit to the Board offices. At the same time they should prepare applications for renewals of passports and for return visas, if such will be needed.

318 3. Health Certificates

Board Personnel going to the field or returning from the field should carry with them all certificates of inoculation and vaccination required by the authorities of the countries to be entered. (See Sec. 303 (b).)

319 4. Clergy Certificates

In the United States Board Personnel engaged exclusively in religious work are entitled to travel on railroads and bus lines at Clergy Rates. Instructions and application forms should be secured from the Treasury Division. Personnel returning from the field should secure forms from their Field Treasurer well in advance, and forward them to the Treasury Division in New York, in order that the certificates (which are issued annually) may be available at the port of entry.

320 5. Purchase of Tickets

Board Personnel arranging for departure from the United States should first contact the Treasury Division regarding purchase of tickets for travel, giving ample time for making desirable and economical arrangements. Similarly Personnel leaving the field for travel home should ask the Field Treasurer well in advance for assistance in securing transportation and other necessary details.



321        6. Travel by Air

Air travel by direct route is subject to approval by the Treasury Division in consultation with the Area Secretary, with the understanding that the Board's responsibility for surface freight will not be increased.

322        7. Packing Costs, Surface Freight, Import Duties and Freight Insurance for Career, Five-Year Term and Special Term Appointees

The schedule for maximum packing costs, surface freight, import duties and freight insurance for Career, Five-Year Term and Special Term Appointees will be found in Secs. 343-349 and Appendix V.

323        8. Salary While Traveling

Board Personnel arriving on the field on or before the 15th of the month or departing from the field after the 15th of the month receive salary at furlough rate for one-half month and at field rate for one-half month; those arriving on the field after the 15th of the month or departing from the field on or before the 15th receive salary at furlough rate for the entire month.

324        9. Incidental Expenses During Travel

Since the Board pays the travel expenses and Board Personnel receive salary during the period of travel, incidental expenses such as laundry, pressing, tips, personal services, personal telegrams, etc., are personal expense items.

325        10. Salary of Term Appointees, Beginning

Three-Year Term Appointees enrolled in the summer orientation program have the option of having field salary begin August 1 or September 1, with the understanding that salary payments will be terminated accordingly (either July 31 or August 31) in the final year of the term. For the period between the close of an orientation program and departure a supplementary living allowance will be provided at the discretion of the Area Secretary or the General Secretary for the Division of World Service in consultation with the Treasury.

326        11. Arrival of Baggage at Port of Entry

All personal baggage should arrive with the passenger, when possible, to avoid customs house complications. Personnel traveling by an indirect route must make arrangements with their Field Treasurer to ship their unaccompanied baggage so that it arrives at the port of entry at approximately the same time as the person. (See Sec. 430.)

327        12. Information Regarding Arrival

It is desirable that, whenever possible, information be given as to the expected date of arrival either in United States ports or abroad in order that due preparation may be made to facilitate the passage of baggage through the customs house and to provide hospitality during delay at port of entry.

328      13. Travel Advance

Funds for the direct route travel of outgoing Board Personnel will be furnished by the Board Treasurer; funds for the direct route travel of Board Personnel returning from the field normally will be furnished by the Field Treasurer.

329      14. Travel Account

An accurate account of all expenditures should be kept during the trip, and upon arrival on the field the account on the prescribed form should be given to the Field Treasurer; on the return journey it should be given to the Board Treasurer, together with any balance due the Board.

330      15. Travel by an Indirect Route

Permission for travel by an indirect route with a lump sum travel allowance may be granted by Board action upon request by the individual and with local medical approval. The return through Europe by Near East Personnel is not considered indirect travel.

The lump sum travel allowance shall be designed to cover the cost of travel from the individual's point of field assignment by the normal route through the field port of embarkation and the normal home port of disembarkation to the individual's home. The cost of this travel from point of assignment to normal embarkation port shall be determined by the Field Treasurer, who will report this amount and also the total travel advance on his monthly statement for the individual involved.

The Assistant to the Treasurer who is responsible for travel shall determine the lump sum travel allowance from field port of embarkation to the individual's home according to established practice and costs for direct route travel under the prevailing circumstances.

Because the use of an inferior class of accomodation involves a health hazard, only the class approved for normal travel should be used in indirect route travel.

When a lump sum travel allowance is permitted, the regular allowances for surface freight by the direct route shall apply, but the Board grant will be made only on presentation of the complete accounting for freight costs from point of assignment to home address. An unused surface freight allowance may be converted to air freight or air baggage payments at the rate of \$2.50 for each unused cubic foot of surface freight; but such a grant will be made only on presentation of the actual air freight or baggage charges.

The time the individual devotes to travel in excess of the normal time for direct travel shall be considered part of the furlough time voted by the Board.

#### C. FURLOUGH ARRANGEMENTS

(For medical procedures see Secs. 301-315 and Appendix IV.)



331 1. Request for Furlough

The request for furlough for Board Personnel should be forwarded to the Area Secretary or the General Secretary for the Division of World Service of the Board by the Secretary of the Field Authority after that body has acted favorably upon it. If the request is made for a furlough to start before the expiration of the full term of service, the reasons for such a request should accompany the official vote.

332 2. Length of Term and Length of Furlough

A five-year term with twelve months of furlough, exclusive of travel time, is considered as the arrangement for all fields with the following exceptions:

Togo and Ghana with three-year term and six-month furlough  
Honduras with four-year term and nine-month furlough  
Indonesia with four-year term and ten-month furlough  
India with four-year eight-month term and 14-month furlough

The first term and first furlough follow the normal pattern, but applications by the Field Authority for shorter or longer subsequent terms and furloughs in order to meet urgent personal or field needs will be considered by the Board on their individual merits. If requests for furloughs deviate from the usual pattern, it is expected that the following alternatives will be considered:

(a) In general, term and furlough shall be in the proportion of one month of furlough for each six months spent on the field;

(b) a three-year term with a three-month furlough will be recognized as an approved alternative, but two successive furloughs of this sort normally will not be permitted; and

(c) in cases where parents and children on Board support will presumably be separated for a period of more than two years, subsidy may be granted for the visit of a child to the field in place of a shortened term and early furlough for the parents.

A furlough of six months is considered as due on the completion of the regular term of five years; if Personnel are to return to the field the remaining portion of the normal furlough is given. If Personnel are completing their service with the Board, after a regular term on the field, it is expected that their furlough will terminate after a period of six months unless new appointments are undertaken by the Personnel before the expiration of six months. A pre-retirement furlough is for a period of 12 months exclusive of homeward travel.

333 3. General Expectations Concerning Use of Furlough

In general, the furlough is used as follows: One-third for health purposes; one-third for speaking on behalf of the Board; one-third for study and preparation for future work.

In case of three-month furloughs, air travel is taken for granted, and one-half of the furlough period is at Board disposal for deputation assignments, etc. Normally, an initial period of four weeks will be reserved for medical examinations and family visits. Preparation for the return to the field should begin as soon as decision is made, and the last two weeks of the period will be available to Personnel for final visits and preparation for the return to the field.

For a furlough period of six months and longer, two-thirds of the time is normally at Board disposal (with attendance at Conference for Furloughed Personnel expected, if possible). The remaining one-third is reserved for medical clearance, family visits, and furlough rest, the last divided into two portions at the beginning and at the end of the furlough, leaving at least two weeks free before return to the field.

It is expected that visits to family and friends will be during the months designated "for health purposes." Until the individual has received medical clearance from the Associated Mission Medical Office through its Health Report, he should make no final commitment for speaking or study, since the medical examination may indicate a need for rest or treatments.

It is generally understood that the furlough will be spent in the homeland of Personnel; however, since so large a part of the furlough is a period for reporting to the constituent churches in the United States, it is normal that a furlough even of non-American Personnel will be spent in the United States. Correspondence with the Area Secretary or the General Secretary for the Division of World Service on this, as on other matters, is expected as plans are made for the furlough.

Most demands for speakers come during June and July, in the autumn from mid-September to the end of November, and again in the spring from mid-February to June. The individual should share his hopes for the use of the furlough well in advance with his Area Secretary or the General Secretary for the Division of World Service who is responsible for making general plans for the use of the furlough and who will inform the Speakers' Bureau. A preliminary information sheet should be sent to the Area Secretary or the General Secretary for the Division of World Service six months before furlough begins. Because of the demands for speaking, if only one semester is given to study, as a rule using the second semester for study fits better with the plans of the Speakers' Bureau.

It is becoming common practice to have the individual spend a whole year in study during the first furlough, and occasionally exceptions are made for a full year of study during subsequent furloughs. Board Personnel should make all plans for study well in advance with their Area Secretary or the General Secretary for the Division of World Service to make sure that there is clear understanding about the use of the furlough and to arrange for possible scholarships or fellowships, and for housing.

#### 334 4. Vote for Return to the Field

Prior to authorization by the Board of the return of Board Personnel



to the field after furlough, the question of such return shall be acted upon by the Field Authority, and the result forwarded to the Area Secretary or the General Secretary for the Division of World Service. The Board reserves the right to make the final decision as to the return after furlough of any person whose return has been requested.

335      5. Conference with Board Officers

Before returning to the field, Personnel should confer with the Treasurer, the Area Secretary or the General Secretary for the Division of World Service, and the Record Secretary, to deal with matters which may require attention.

336      6. Furlough Extension

With the recommendation of the Board's medical advisor, a furlough may be extended for health reasons by Board action without interruption of the furlough salary and allowances. Financial arrangements during such a furlough extension will be made according to medical circumstances and the length of the period of service of the person involved. While Board Personnel remain on regular appointment, however, provision for medical care will follow the rules of this Handbook.

When an extension of furlough must be requested for personal or family reasons, the Board should be advised at the earliest possible date. If a long extension seems probable or return to the field doubtful, the Board cannot continue salary and allowances. Under these circumstances, a leave of absence at the end of the normal furlough period is indicated. The appropriate procedures are explained in Sec. 801 of this Handbook.

D. OUTFIT ALLOWANCES, FURLOUGH RENTAL AND INCOME TAX

(Secs. 337- 342 apply to Career Personnel and those who serve regular terms of four or five years, depending upon the field.)

337      1. Outfit Allowance

The outfit allowance is made for the purpose of outfitting the individual, furnishing his home and providing equipment for the work on the field. Before he makes any purchases he should obtain the advice and aid of the Area Secretary or the General Secretary for the Division of World Service and the Purchasing Department of the Treasury. (See Sec. 421.) No account is expected as to the expenditure of the outfit allowance. It is recommended that some portion of this allowance be held in reserve for purchase after reaching the field.

Effective January 1, 1964 the initial outfit allowance for Regular Term Personnel is \$750 per couple (\$100 additional for each child) and \$450 per single person. Hereafter the Board will provide each housing unit occupied by Board Personnel with the necessary heating and cooking stoves and with a refrigerator. To implement this policy in all housing units occupied by Regular Term and Career Personnel within the period ending December 1969, the Field Treasurers are being asked to prepare a budget and a schedule.

338        2. Homecoming Refit Allowance

For each year of service in the completed term each adult is allowed \$30 and each child \$15 as homecoming refit allowance.

339        3. Outward Bound Reoutfit Allowance

For each year of the previous term of service, \$60 is allowed to a single person; \$110 to a couple; and \$15 for each child returning to the field. This allowance is released only after medical clearance for return to the field has been obtained.

340        4. Disposition of Outfit in Case of Withdrawal of the Individual

Outfits furnished for use on the field are to be regarded as the property of the Board, and in case of withdrawal of individuals within five years from the time of arrival on the field, all articles of such outfits as were not for personal use are to be left at the station in care of its Treasurer, who shall at once send an inventory to the appropriate Secretary of the Board, so that such articles may be placed at the disposal of new Personnel. Outfit and refit allowances provided by the Board to physicians and nurses are subject to the same rule.

341        5. Furlough Rental

Reimbursement will be made for actual rental payments up to a maximum allowance of \$80 per month for a single person; \$100 per month for a couple, plus \$10 per month for each child to a maximum of \$140 per month for a family.

342        6. Income Tax

When special circumstances of Board assignment require that Personnel on salary at furlough rate pay Federal Income Tax, the Treasurer is authorized to provide an off-setting grant for payments attributable to income from the Board.

E. FREIGHT, PACKING, INSURANCE, AND DUTIES

The allowances under this heading apply only to Career Personnel and to those serving regular terms of four or five years (depending upon the field) unless others are included by specific reference.

343        1. Initial Freight Allowance - surface freight and all other charges, including import duties where such are levied, on 140 cu. ft. (1400 lbs.) for each adult and 40 cu. ft. (400 lbs.) per child.

(a) Packing costs covered up to \$100 per single person and \$200 per family. (Packing allowance covers the cost of lumber, strapping and crating. Necessary trunks or footlockers may be purchased by individuals and the cost refunded, if requested, keeping in mind that any expense in excess of the amount allowed is the individual's responsibility.)



(b) On any additional amounts of freight, Personnel shall be responsible for freight costs, import duties, and all other charges.

(c) Personnel preferring an increased outfit allowance for purchase of equipment on the field shall have the option of converting the initial freight allowance or any portion of it into an outfit allowance at the rate of \$100 for each 40 cu. ft. (400 lbs.) of freight allowance.

344 2. Freight on Furlough, Homeward - surface freight up to 20 cu. ft.  
(200 lbs.) per adult, 10 cu. ft. (100 lbs.) per child.

345 3. Post-Furlough Outbound Freight Allowance - surface freight and other charges on the shipment taken to the field after furlough to the limit of one cu. ft. (10 lbs.) for every \$5 of outbound reoutfit allowance plus the following coverage of packing costs: for single persons, up to \$50; for a family, up to \$100.

346 4. Withdrawal from Service at Completion of Term, Homebound Freight - for those who have completed a regular term of service before withdrawal, the Board shall meet costs of freight and other charges on a homebound freight shipment one-half the volume (or weight) of the initial freight allowance granted.

347 5. Freight Allowance on Pre-retirement Return Home - a maximum of 100 cu. ft. (1000 lbs.) per adult.

348 6. Special Term Appointees, Freight - Special Term Appointees shall not receive the freight and outfit allowances guaranteed Career Personnel and those serving full terms of four or five years, but, in addition to free baggage allowance on their tickets such Personnel shall be granted an initial surface freight allowance of 10 cu. ft., or 100 lbs; and a homebound surface freight allowance of up to 20 cu. ft. or 200 lbs. per adult.

349 7. General Provisions:

(a) Freight and insurance allowances are in addition to free allowances provided by the carrier as a regular part of the passage.

(b) The cubic foot measure controls the determination of freight allowances. The pounds mentioned are approximations for comparison only.

(c) Personnel travelling by air shall have the option of applying the equivalent of any unused portion of surface freight allowance against excess air baggage or air freight charges incurred. The rate of such conversion shall be \$2.50 for each unused cubic foot of surface freight; but such a grant will be made only on presentation of the actual air freight or baggage charges.

(d) Additional amounts of freight above the allowance are the responsibility of Personnel for freight costs, duties, and all other charges.

(e) Carrier's discounts or forgiveness of charges shall benefit the Board and Personnel proportionately as the freight allowance is to additional amounts of freight. They are not convertible into unused freight allowance.

(f) Freight Insurance Allowance: for single persons and couples - \$1 for every pound of used freight allowance up to 1400 lbs.; for couples - \$1 for every two pounds of used freight allowance over 1400 lbs. inclusive of children's allowances.

(g) Expiration of Freight and Insurance Allowances - all freight and insurance allowances shall expire six months after the arrival of Personnel on the field or in the United States. Any unused portion of initial freight allowance is automatically converted into additional outfit allowance to the credit of Personnel; all other unused freight and insurance allowances lapse.



## PART IV

### FINANCIAL AND ADMINISTRATIVE PROCEDURES

#### A. THE FIELD TREASURER

##### 1. Appointment and Responsibilities of the Field Treasurer

The responsibilities of the Field Treasurer differ radically in the many areas and organizations to which funds are sent by the Treasurer of the Board. These differences arise from the internal organization of the Field Authority, and from the established relationship between the Field Authority and the Board. The Field Treasurer is responsible to the Board through the Board Treasurer. He is to function within the plan of operation agreed upon by the Field Authority and the Board. He will be appointed by the Board from its Personnel or from qualified persons on the field. He may or may not be the person who is elected by the Field Authority as its Treasurer.

(a) The general responsibility of the Field Treasurer is to receive and safeguard all Board funds sent to the field and to disburse those funds in accordance with the votes of the Directors and/or instructions from the Board Treasurer. He is to render an audited report of receipts and disbursements to the Board at least annually, with a balance sheet, with such additional information as may be requested by the Board Treasurer.

(b) In some areas where the Field Authority is the executive body of a National Church with its own Treasurer, there may be no Board-appointed Treasurer. In such cases the Board relies on the responsible executive body of the local organization to institute proper controls over its Treasurer to see that funds transmitted by the Board are administered properly. The Treasurer of the Board will, in such cases, take up directly with the Treasurer of the Field Authority the question of the transmission of such reports and audits as the Board may require. The Board Treasurer and the Area Secretary together will work out with the proper Field Authority financial regulations and procedures acceptable to the Board and the Field Authority.

In other cases there may be both a Treasurer responsible directly to the Field Authority and a Field Treasurer appointed by the Board, with agreements as to the portions of the Board's total appropriations to be transmitted to each, for specified purposes.

(c) As may be required by procedures that have been agreed upon by the Board and the Field Authority, the Field Treasurer is to act as custodian of the real property of the Board with respect to purchase, sale, rental, maintenance, the keeping of records, and other duties. Relevant documents are to be maintained with duplicate copies provided for the Board Treasurer.

(d) The Field Treasurer appointed by the Board and responsible to the Board is to advise Board Personnel on legal questions and financial laws and regulations of the Government of the country in which they work. The Field Treasurer is to report to the Field Authority and to the Board any infractions of such laws and regulations and is responsible for seeing that such laws and regulations are followed by the Board in all its transactions.

(e) Insofar as is consistent with carrying out his other prescribed duties, he is to be available to churches and other local organizations involved in the inclusive program of the Field Authority, aiding them in financial administration and in their financial relationships to the Board.

(f) He is expected to take the initiative in informing the Board promptly of any developments that affect the financial interests of the Board. He must neither expend funds outside of the authorized appropriations nor incur debts, make advances or loans nor take on financial obligations of any kind without authority in writing from the Board Treasurer. If, however, bona fide emergencies arise, the Field Treasurer has authority to act so as to protect the interests of the Board and Board Personnel. In such cases he must send a full report promptly to the Board.

(g) He takes a leading part in initiating and carrying to completion the preparation of estimates and is responsible for transmitting such financial estimates to the Board or for reminding others of this responsibility where there is a different field procedure.

(h) He is expected to keep the Board informed on the cost of living, changes in local income taxes, etc., and on any special financial difficulties that Board Personnel may be facing.

## B. FIELD ESTIMATES, ALLOWANCES AND APPROPRIATIONS

### 402 1. Fiscal Year of the Board

The fiscal year of the Board is from January 1 through December 31, and the Board makes annual appropriations for this period.

### 403 2. Receipt of Estimates from the Field

Estimates from the Field Authority for appropriations needed for the coming year should reach the Board, not later than August 1. To the extent that it is reasonable, it would be helpful to have estimates received by the Board by June 1. Separate copies should be sent to the Treasurer of the Board and to the appropriate Area Secretary or the General Secretary for the Division of World Service.

### 404 3. Content of Estimates

The estimates submitted should be classified for: Salaries (I) and Allowances (II) for Board Personnel; Recurring General Work (III); Non-Recurring General Work (IV); and Cooperative Work (V).



405      4. Estimates for the Support of Board Personnel

Estimates for the support of Board Personnel include salaries and allowances, rent, repair or construction of living quarters, and any other items of expense in maintaining Board Personnel, and are approved by the Field Authority for submission to the Board. These will reflect the effort of the Field Treasurer and the Field Authority to adjust to significant changes in cost of living, local taxes, etc.

406      5. Covering Letter for Estimates

Each copy of the estimates should be accompanied by a covering letter from the Field Authority explaining and documenting the financial requests in some detail, particularly when the estimates involve important changes. This letter will be very helpful to those responsible for preparing the Board's Annual Budget.

407      6. Correspondence Prior to Forwarding Estimates

Prior to the active work of preparing estimates on the field the Secretaries and Treasurer(s) should correspond with the Board through the Treasurer and the Area or Service Division Secretary on overall matters of policy, particularly those involving financial estimates, as they may develop. Board Secretaries will advise Field Authorities and other bodies of the general financial position of the Board and of any special factors that, from the viewpoint of the Board, must be considered in preparing the estimates.

408      7. Scrutiny of Estimates on Field Before Forwarding to Board

Every care must be taken before sending estimates to the Board to see that all items of necessary expenditure including language study, educational expenses of children on field, rent and work appropriations for all departments and functions have been included. Such thorough preparation is the responsibility of all individuals in the committee or group that prepares the estimates for the Field Authority. It is primarily the responsibility of the Field Treasurer and/or the Treasurer of the Field Authority to see that careful scrutiny has been given. Once the Board has made its appropriations for the year it is usually impossible to reconsider them and make additional appropriations for items that were inadvertently omitted.

409      8. Official Approval by Field Authority of Estimates

All estimates must have the official approval of the appropriate Field Authority. Generally, no action is taken by the Board on financial requests made by individuals or by institutions that are subordinate to a given Field Authority. This does not mean that individuals may not correspond with appropriate Board staff members in order to keep the Board fully informed of the needs. Generally, copies of such individual letters should be sent to the Secretary of the appropriate Field Authority and to the Board's Field Secretary or Field Representative.

410 9. Adoption of Budget by Board of Directors

Estimates for the succeeding year are studied by the staff as a whole in August and September, scrutinized by the Budget Committee and recommended by it to the Board of Directors for ultimate adoption at their meeting in October or November.

411 10. Unused Balances Lapse to Board Treasurer

Appropriations are to be used only for the purpose for which they are made. If a sudden change in field conditions indicates that an appropriation for one purpose might be used more wisely for another the Field Authority should request, through the Area or Service Division Secretary, permission for such alternate use.

Any balances unused at the end of a calendar year are to lapse and be credited back to the Treasurer of the Board. The exceptions to this are:

(a) Funds appropriated for maintenance, taxes, insurance, etc. of houses or other Board property;

(b) any car funds administered by the field; and

(c) any scholarship or National Leadership Training funds administered by the field.

Any balances on the field under (a), (b), and (c) above shall be reported to the Treasurer of the Board.

412 11. Salary Rates for Overseas Personnel

The Board attempts to treat all Board Personnel equitably wherever they may be located. Because the cost of living, customs of the country, requirements of work, climate, and other factors vary so much from one part of the world to another, actual salary rates vary from country to country but the Board hopes to provide equitably for all. In order to achieve this end a "basic salary" for a couple is established for each country or area, with adjustment being made where costs are particularly high or low within an area. Ordinarily the salary of a single person is 60% of that of a married couple.

In addition to basic salary, housing is provided either in Board-owned dwellings, rented property, rooms in institutions or as may be otherwise arranged. In setting the basic salary scales every attempt is made to base them on the cost of economical living with particular regard to health.

In determining basic salaries the Board takes into consideration various published cost-of-living indices, information from local sources, information from Board Personnel, official recommendations of Field Authorities and other information that may be available. When there is an appreciable increase or decrease in the cost of living, relevant information with appropriate recommendations should be sent to the Area Secretary or the General Secretary for the Division of World Service. In some cases



a portion of the salary is withheld in the United States, to meet costs incurred in the United States.

413      12. Allowances

The Board sets the basic salaries at what might be called a "minimum" figure, having due regard to healthful and economical living and establishes "Allowances" to meet special situations. In some areas the Board provides medical care through the services of its own Medical Personnel and institutions while in other areas there are no Board facilities, and medical care involves outright expenditures. In some areas children of Board Personnel attend public schools without direct cost to the family, while in other areas there are no free facilities. Necessary household equipment, such as refrigerators, is readily obtainable at moderate cost in some places and may be very expensive in others. Because of the financial inequities involved in these varying circumstances, the Board establishes allowances. (See Secs. 337-349, 501-512, 804,805 and Appendix VI.)

C. MISCELLANEOUS BUSINESS RELATIONS

414      1. Borrowing and Lending Money

Unless authorized by the Board or in cases of exceptional emergency, Board Personnel shall neither borrow nor lend money on the field, either for themselves or for the work; neither shall they receive nor hold deposits for others. Such transactions are of grave concern to the Board,, for it is the Board which must ultimately bear responsibility for its Personnel; and borrowing and lending are matters in which unanticipated developments may have extremely unwholesome effects on the total program and relationships within a country.

415      2. Remuneration for Outside Work

Board Personnel are expected to devote their whole time and strength to work directed by the Field Authority and the Board. If, with the express sanction of the Field Authority and the Board, they shall undertake work not under the care of the Board, money paid for such work shall be turned into the Treasury of the Field Authority and credited to the Board, unless the Field Authority and the Board explicitly approve another course. Where regular work is a source of revenue, the income shall be similarly credited to the Board. This provision is not intended to apply to personal gifts or to payments for paintings or to royalties from books written in leisure time for which the individual assumes the responsibility of publication. It applies to remunerative outside work which might interfere with work assigned or to be assigned to the individual by the Field Authority.

416      3. Life Insurance

It is desirable for Board Personnel to carry life insurance insofar as income allows. Before departure they should consult with the Treasurer regarding their insurance programs. Policies may be left with the Treasurer of the Board. The Treasurer can be instructed to pay, on receipt of notice of premiums due, the premiums and charge the same to the

personal accounts of Board Personnel. An order for such payments should be left with the Treasury Division before departure or before the first premium is due. Arrangements should be made by Board Personnel with insurance companies to have premiums paid semi-annually or less frequently.

In the case of experienced Personnel appointed for short term service of a specialized nature, the equivalent of normal retirement plan payments is available for the maintenance of personal insurance or pension plans and, in addition, the Board may, on request, grant a limited supplementary amount for the duration of this short term.

417      4. Transfer of Funds

The Treasurer of the Board is authorized to receive and transfer money gifts sent to him for the personal use of Personnel.

418      5. Handling Securities and Filing Federal Income Tax Returns ss

The Treasurer of the Board is willing to be of assistance to Personnel by holding securities, collecting and receiving income thereon, maintaining savings bank accounts, and filing Federal Income Tax Returns.

419      6. Execution of Wills

All Overseas Personnel before leaving for the field should sign and execute a will, one copy of which may be left with the Treasurer of the Board and the other copy taken to the field. If desired, the Treasurer will provide legal assistance in the drafting of wills.

420      7. Power of Attorney

It is advisable that a Power of Attorney be left with the Treasurer of the Board in cases where such provision is not otherwise made. A Power of Attorney to the Treasurer is required if he is expected to transact any of the above business for Board Personnel.

D. PURCHASING AND SHIPPING

421      1. Purchasing and Shipping Department

The Treasury Division of the Board maintains a Purchasing and Shipping Department located at 475 Riverside Drive, New York, New York the convenience of Board-related institutions and of Board Personnel as they prepare to depart for the field and during their service on the field. In view of import permits, customs and overhead costs involved in each shipment, the individual or the institution is first of all advised to consider whether supplies obtained locally can answer the purpose with a saving of time and money. (See Sec. 337.)

422      2. Packing Instructions for New Overseas Personnel

The Board maintains packing and warehouse facilities in New York, New York. After area assignment and correspondence with the Area Secretary or the General Secretary for the Division of World Service and the Field Treasurer for advice as to what articles should be shipped to the field, a list of the household and personal effects to be packed should



be sent to the Purchasing and Shipping Agent, who will give instructions at that time as to the method of preparation and moving of these articles by him.

423      3. Purchasing Facilities Confined to Board Personnel and Institutions

Board Personnel are not permitted to order goods for workers of other Boards or for Nationals of the country or for any party outside the Board. It is impossible for the Department to act as purchasing agent for others because of the responsibility and complications involved.

424      4. Approval of Field Treasurer Required

The Treasurer of the Board is authorized to make payments for purchases made in the United States by the Board Purchasing Agent for Board Personnel and related institutions, provided the order has received the approval of the Field Treasurer. If an order does not bear this approval of Field Treasurer, the Treasurer of the Board may return it for approval. A careful estimate of the cost of all such orders must be sent to the Treasurer of the Field Authority to be recorded by him and forwarded with his approval to the Purchasing Agent of the Board, provided the account of the individual or institution will allow it or there is reasonable expectation of meeting the charge when due.

425      5. Preparation of Orders

All orders originating on the field for goods to be purchased should be typewritten on paper 8½x11 with complete information of each item (model #, style #, color, size, quantity, etc.). Do not refer to previous letters for information but repeat what is necessary to make each order complete in itself. Use current catalogs only when placing orders. Do not send orders directly to dealers. Send only through the Purchasing Agent of the Board. This requirement is made for the protection of the Personnel.

426      6. Costs on Orders from the Field

In the case of Board Personnel, the full purchase price, the cost of packing materials, cartage, postage or freight and insurance are to be paid by the individual. On orders for institutions, packing costs will also include a labor charge in addition to that for packing materials.

427      7. Timing of Institutional Orders

In order to balance the work load in the Purchasing and Shipping Department, it is requested that all institutional orders be approved by the Field Treasurer and, as far as possible, forwarded to New York during the first three months of the calendar year. Bulk orders should be received in New York at least four months before needed on the field, and in cases where there is infrequent and slow steamship service an even longer period should be allowed.

428      8. Acknowledgment of Orders

The Shipping and Purchasing Department will acknowledge all orders by airmail as soon as received. If acknowledgment is not received on the

field within a reasonable time, inquiry, accompanied by a duplicate of the original order, should be made at once.

429      9. Shipments to the Field

Goods dispatched from the United States by freight are insured against all risks. Whenever a shipment is lost or the cargo so damaged that insurance should be collected, the Treasurer of the Field Authority and the consignee should, as soon as the facts are fully ascertained, write a joint letter to the Purchasing Agent of the Board at New York, New York. Damaged cases should be indicated by number and, in case of partial loss, details of damaged items should be given. Sometimes breakage and loss incurred can be traced to the transportation companies, and in such instances the Treasurer of the Field Authority should first attempt a collection from the local carrier. If unsuccessful, claim should be presented to the Purchasing Agent in New York, New York with full facts.

430      10. Shipments from the Field by Personnel Returning to the United States

Household and personal effects of homebound workers, supposedly not dutiable (i.e., which have been owned and used abroad for one year previous to their dispatch to the United States), should be packed separately from new goods presumed to be dutiable.

The return goods should be consigned to the United Church Board for World Ministries, New York, New York and the original Bill of Lading mailed with a duplicate copy by a subsequent mail, to the Purchasing Agent at New York, New York with a detailed list of the contents, keys and values; a Consular Invoice is no longer necessary.

Incoming accompanied and unaccompanied baggage shipments will be processed and cleared through customs at the port of entry after arrival of the Personnel in the United States. The individual must sign a customs form upon his arrival and at that time goods (allowable) will be cleared and admitted duty free. Cases and trunks should be numbered consecutively and have the lists of contents conform to the numbers on them.

It is the responsibility of the individual to notify the Purchasing and Shipping Agent if insurance is desired on all accompanied or unaccompanied baggage shipments, listing the number of pieces and placing a fair value on each. The name and location of the party in the United States to whom goods are to be forwarded after clearance at the customs house should not be included in the marks on the cases. All such particulars should be included in the letter of advice when the Bill of Lading and invoice are mailed.

In general, all shipments should be designated through to New York, New York, regardless of the port of the individual's arrival. In case the destination is in the Pacific Coast states, correspondence should be exchanged with the Purchasing Agent of the Board regarding the proper destination of such shipments.

431      11. Limit on Weight of Shipping Containers

The capacity of available handling equipment requires that the size of



any one container to be shipped from the field shall be limited to 500 pounds gross weight.

432      12. Arrival Time of United States-Bound Shipments

Shipments made by homecoming Personnel should be timed to arrive in the United States at about the same time as the arrival of the passenger(s). Shipments arriving substantially in advance of the shipper involve heavy storage charges.

433      13. Periodicals

Order for periodicals should be submitted to the Purchasing Agent in New York on a Periodical Form which is available from the Purchasing Department and on the field from the Field Treasurer. All subscriptions will be automatically cancelled on expiration. It takes two to three months for receipt of the first copy after the subscription or renewal has been placed with the agent.

(See also paragraphs on Freight Allowances, Secs. 343-349.)

E. THE PROPERTY OF THE BOARD

434      1. Real Property

Provision for ownership and control of real property differs radically from country to country. Current provisions are based on the laws of the country, decisions that have been made by the Field Authority and the Board over the years, and changing circumstances. It is difficult to make statements that have validity for all fields.

It is imperative that Board Personnel who directly or indirectly have responsibility for purchase, sale, rental, maintenance, protection, and insurance of property know the rules and procedures that are applicable for the area and comply with them. (See Secs. 401(c) and 411.)

435      2. Property Records

Wherever the Board owns property it is imperative that records be kept which include the areas of land in acres and square feet, the numbers and/or description of legal papers pertaining to each property, the types of buildings shown separately, the source of the funds used to acquire each, and the estimated value of each property. A map of the grounds with location of buildings should be prepared and included with the property records. With due reference to the rules of the Field Authority and the Board, it is well that duplicates of the above records be provided to the Treasurer of the Board in the New York office. Each purchase or sale of property is to be authorized by and reported to the Board in accordance with rules that are prescribed from time to time by the Board. When a Field Authority requests the Board to approve the sale or purchase of property, a full legal description of the property shall be included in the request.

436      3. The Title of Property

Where property is held by the Board, the title to the property shall be held in the Board's corporate name when the laws of the country permit and if there are no serious disadvantages in so holding it. If property stands in the name of an individual Board Representative or others, such persons shall at once file with the Treasurer of the Field Authority a deed of trust showing that the real owner is the United Church Board for World Ministries. When such person or persons contemplate departure from the locality or area, the Treasurer of the Field Authority shall see that the title is promptly and legally transferred to some resident representative of the Board before the departure of the holder.

437      4. Permission to Change Status of Property

No property of the Board is to be sold or rented, nor any building erected or materially remodeled, and none of its property is to be mortgaged or assigned for any debt without the authorization of the Board.

438      5. Purchase of Property

No real property may be purchased on behalf of the Board without prior Board approval.

439      6. Sale of Unused Property

Property not in use and not likely to be needed should be disposed of as soon as a fair price can be obtained. Sales are to be recommended by the Field Authority on terms approved by the Field Authority and confirmed by the Board. The proceeds of such sales must always be credited to the Board at once, and not held for the purchase of other property. The use of proceeds from such property sales is decided by the Board.

440      7. Procedure in Purchase and Sale of Motor Vehicles Necessary for the Work

Both purchase and sale of vehicles necessary for the work shall be arranged by the field in consultation with the Area Secretary concerned. When negotiations for the sale of a car begin, the Area Secretary shall consult the Treasury car record and report to the field any division of equity between the Board and the individual. In new cases of joint ownership between the Board and the individual (by reason of contributions to purchase or payment of shipping costs by the Board), the Board Treasurer will secure a signed agreement acknowledging the joint equity. In all cases, adequate liability insurance will be maintained to protect both the individual and the Board. Receipts from the sale of vehicles shall be returned to the Car Replacement Fund in the related area budget. In November of each year, each field shall present to the Treasurer and the Area Secretary a complete report of vehicles in service with the names of the Board Personnel to whom these cars are currently assigned.

441      8. Privately Owned Motor Vehicles

Under certain circumstances Board Personnel may wish to own their own vehicle. Any reimbursement for use of a private vehicle for official



work is a matter to be arranged on the field in accordance with the customs and internal rules of that field, and such reimbursement must be from regularly appropriated travel funds or from other funds available to the Field Authority or institution for travel purposes.

442 9. Insurance on Privately Owned Vehicles

In many countries the Board may be responsible for death or injury caused by a vehicle driven by Board Personnel even though that vehicle may be wholly privately owned and used exclusively for personal purposes. Therefore any Board Personnel who may own a motor vehicle must carry liability insurance adequate for the country where it is used. It is the duty of the Field Treasurer to advise all individuals owning private vehicles as to adequacy of insurance and to report all privately owned vehicles to the Treasurer of the Board with assurance that each is properly insured. Board Personnel are advised to be sure that other vehicles, no matter how owned, that they may drive from time to time have adequate insurance coverage. (The importance of this rises from the fact that in many countries foreigners who may be involved in any kind of motor accident may be subject to severe penalties.)

443 10. Provision for Purchase of Automobiles for Furlough Year

After the furlough of Board Personnel has been authorized, the Treasurer may grant an interest-free loan not to exceed \$600 for car purchase. The individual shall sign a note for the full amount, payable on departure for the field or on prior withdrawal from Board Service. There shall be adequate insurance coverage, not at the expense of the Board. Prior to return to the field, the owner is to dispose of the automobile and repay the amount of the loan.

F. CORRESPONDENCE AND REPORTS

444 1. Correspondence from Field Authority

In some areas there is one person clearly charged with official correspondence. In others there may be more than one: for instance, a Secretary of the Missionary group, a Secretary of the National Church or autonomous local institution, or a Board-appointed Field Secretary or a Board Representative. Each of these may correspond with the Area Secretary or the General Secretary for the Division of World Service. The correspondent(s) on the field should keep the Board in close touch with situations on the field, sending, with covering letters, the minutes of all such meetings as may be of concern to the Board. Where financial policy is involved an extra copy of such letters marked for the Board Treasurer should be sent.

The Area Secretary or the General Secretary for the Division of World Service notifies the fields through the correspondent(s) involved, of actions of the Board of Directors with comments on the background and policy implications of such actions. Although this correspondence includes notification of financial actions taken by the Board of Directors, no funds may be paid out by a Treasurer on the field until authorization has reached the field from the Board Treasurer.

445      2. Correspondence from Field Treasurers

Field Treasurers shall address all correspondence concerning current financial and property matters to the Treasurer of the Board. Although there are several officers in the Treasury Division, each with specific and different assignments, correspondence addressed to the Treasurer will always be forwarded to the proper officer for attention. On broad matters involving policy on the field or on any other subject on which the Treasurer ought to be in consultation with the Area Secretary or the General Secretary for the Division of World Service, a carbon should be sent to the appropriate Secretary. (Unless it is to make doubly sure of delivery in New York, copies marked for the proper persons may be sent in the same envelope when this saves postage and effort.) For routine matters correspondence with the Treasurer only is sufficient.

446      3. Appropriated Funds Held in Board Treasury

When appropriations for special purposes such as buildings, purchase of land or equipment, or other non-recurring items (Budget Category IV items are all included) are made by the Board of Directors, they are normally held by the Board Treasurer until the field is actually ready to use them. Their release is authorized by the Area Secretary or the General Secretary for the Division of World Service. Therefore Field Treasurers, in requesting the transmittal of such special funds, should write the appropriate secretary with a copy to the Board Treasurer.

447      4. Orders for Purchases

All orders for purchases in the United States should be sent to the Purchasing Agent, Treasury Division in New York through the Field Treasurer, and, in all cases where payment for the ordered goods is to be made by deduction from an individual's salary or from the appropriation for an institution, the order must bear the signature of the Field Treasurer. All orders for purchases should be on a separate sheet, marked for Purchasing Department, and not included in the body of a letter on other matters, although they may be mailed in the same cover.

448      5. Correspondence on Health Matters

Such correspondence should be addressed to the Medical Desk of the Board in New York, and should follow the routines indicated in the section on Medical Procedures.

449      6. Personal Correspondence

Although in every field there are normal channels for business correspondence with the Board, individuals should feel free to write to their Area Secretary or to one of the General Secretaries on personal matters or matters concerning the work. The Secretaries and Treasurer are ready to be of personal assistance to Personnel and will gladly receive and give attention to matters of a personal nature.

450      7. Personal Reports

It is very helpful if individuals will from time to time write personal



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## 8. Vital Statistics

The following data concerning Board Personnel should be immediately reported to the Area Secretary by the Field Secretary, or by the individual if the Field Secretary is away from his field:

Date of arrival at one's field when first going out and after each  
date of transfer from one station to another; absence;  
date of leaving the mission area;  
date of arrival at Port of Entry in the United States;  
date of marriage;  
date and place of birth of children, with full names; and  
date and place of death of Board Personnel and their children.

## 452

## 9. Reports and Statistical Information

Each worker is requested to send to the Board such reports or statistical information as may be indicated by the Field Authority or by Secretaries of the Board or the Stewardship Council. Reports issued by National Synods, institutions to which the Board is related, organizations in which Board Personnel may be involved are very useful and help Board staff to answer questions that come from churches. Board Secretaries greatly appreciate cuttings from local papers and articles from magazines which are very informative for Board staff members. Notices of books published locally are also gratefully received.

## 453

## 10. Library and Archives

One copy of each book, pamphlet or translation (with sale prices) by Board Personnel should be sent to the Library of the United Church Board for World Ministries, 14 Beacon Street, Boston, Massachusetts 02108. Each book in a foreign language should be accompanied by a statement in English as to author, title and subject matter.

Books on subjects related to the Board's special fields of interest written in English by national associates are greatly desired. Information about such books is appreciated.

The archives of the United Church Board for World Ministries, now containing over 500,000 manuscripts and the books produced by its Personnel are constantly consulted by students of history. The present collection is exceedingly valuable and becomes more so each year. As history is always in the making, publications bearing on the Board's work abroad should be carefully preserved and be made available for future research. The Library should be notified of the discovery of any diaries, journals, collections of letters or reports which may have historical value.

The responsibility for securing this material rests in large part upon the Board Personnel who are in a position to secure it.

PART V

CHILDREN OF BOARD PERSONNEL

A. BASIC ALLOWANCE DURING FIELD OR FURLOUGH PERIODS

501 Children's allowances are regarded as supplements to parents' salaries. They are not intended to cover the full cost of maintenance but are provided in consideration of the increased family expense. For children living with their parents, the allowance is calculated on the basic salary of the couple as follows: for each child up to 7 years of age, 12% of the salary for the couple; for each child, age 7 up to 12 years, 18%; and for each child, age 12 years through the 21st year, 24%. All allowances terminate at the 22nd birthday.

B. EDUCATIONAL ALLOWANCES

502 The Board grants assistance toward the education of missionaries' children on the field by appropriations in Category II of each annual budget. These appropriations are based on estimates prepared by the Field Authority (See Secs. 401(g), 405 and 413) and, in general, are designed to meet the cost of education and (in the case of boarding students) the excess of the cost at school over the cost of supporting the child at home.

503 1. Pre-school Education

The Board does not normally make grants toward the cost of pre-school (that is, nursery and kindergarten) education, although special action may be taken on recommendation of the Field Authority when the question bears on the field assignment and work load of the parents.

504 2. Elementary and High School Education

The Board will cover the cost of full tuition for pupils in grades 1-12 in schools approved by the Field Authority. For the children unable to attend school, the normal cost of the Calvert correspondence course or similar course of study approved by the Board for home instruction will be met from the regular budget appropriation for children's education.

(a) For children for whom there are daily commuting costs, the Board will refund the commuting expenses in excess of \$25.00 per year per child up to \$50.00 per year per child.

(b) For children in boarding school, the regular Board grants include

(i) cost of tuition and required textbooks;

(ii) room rent;



(iii) 30% of the boarding fee where this is clearly defined; otherwise, a maximum of 50% of the total cost of board, room, and miscellaneous dormitory and activity fees where these are not differentiated in a total charge; and

(iv) cost of two round trips per year between home and school.

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### 3. High School and College Education

While the majority of children of Board Personnel study in the general area of their parents' assignment through high school years, some high school students and most of the college students return to the United States for these respective levels of study. Occasionally a student may study neither in the United States nor in the country or general area of the parents' assignment. The Board's grants are designed to provide assistance which is equitable and adequate, despite the wide variety of field and individual circumstances.

(a) College students, whether they are studying in the United States or elsewhere out of the general area of the field on which their parents are serving, receive a fixed annual grant to their 22nd birthday.

(b) Other children living in the United States or elsewhere out of the general area within which their parents are assigned receive a percentage allowance as described in 501 but based on the United States furlough salary rate instead of the salary rate for the field where their parents may be.

(c) Unless the parents have made other arrangements with the Treasurer, the allowance for a child separated from his parents as in (a) and (b) above is paid directly to the child.

(d) Gainfully employed children who have passed their 19th birthday and are not in school or college are not entitled to Board allowance.

## C. TRAVEL BETWEEN UNITED STATES AND FIELD

506

### 1. General Practice

With the exceptions explained in the paragraphs below, the Board is responsible for the cost of outbound and homebound travel for those children of Board Personnel for whom parents are receiving the regular children's allowances. The timing and the number of these trips is, of course, dictated by the furlough schedule of the parents; and it is assumed that travel will be planned for the family as a unit in accord with the rules of the Board governing all such arrangements.

507

### 2. Travel for Special Purposes

There are circumstances which call for travel by children outside of the regular pattern of furlough travel for the parents.

(a) Upon application by their parents, the Board will pay the expenses of travel to the United States of children of Board Personnel whose return for education or health has been authorized.

(b) In cases where parents and children on Board support will presumably be separated for a period of more than two years, a subsidy may be granted for the visit of a child to the field in place of a shortened term and early furlough for the parents.

508      3. Travel Expense and College Study Allowances for Children Sixteen or Over

The Board will meet the outbound travel expenses of children under the age of sixteen who are returning to attend school in the country in which their parents serve, provided that they have the prospect of at least two years of study on the field. The Board will also meet the cost of return travel for such children after they have completed not less than two school years on the field. The Board may, on application by the parents, approve the return to the field at Board expense of children sixteen years of age or over, and may, on subsequent application by the parents, meet the travel expenses to the United States for such children after not less than two full school years on the field. Parents desiring to have children who are sixteen or over accompany them on return to the field should consult their Board Secretary before their own return to the field is voted by the Board.

Children returning to the field for college study receive the same fixed annual allowances as children studying in the United States.

D. ADOPTED CHILDREN

509      1. Adopted Prior to Board Appointment

For children adopted before a couple receives Board appointment, the allowances are the same as for children born to the couple. The number of children in the family, the health of these children, and other related matters are all taken into account in the appointive procedures.

510      2. Adopted After Entering Board Service

A couple who plan to adopt a child after entering Board service may, before legal adoption proceedings are initiated, secure an assurance by the Board as to whether this child will qualify for the regular allowances. The written request for Board action giving assurance of these allowances must be accompanied by the following:

(a) A medical statement certifying that the child is physically and mentally healthy;

(b) (If the couple is overseas) A statement on immigration implications, prepared after consultation with local consular officials and answering such questions as these: Whether the child will be admitted to the United States when the parents return and whether it will be possible for the child to acquire the nationality of his parents.



While the Board may take favorable action on this request in accord with the principles enumerated below in (3), the enabling vote of the Board becomes final and the payment of allowances is initiated only after the following documentation has been received by the Treasurer of the Board: evidence of legal adoption, including a record of the place where the adoption decree is filed and photostatic copies of both the decree of adoption and the child's birth certificate.

511      3. Number of Children

Subject to the above and in accord with the following principles, the Board will grant, for adopted children, all the allowances available to children born to these parents:

(a) When there are no prospects of children being born to these parents, the Board will provide allowances for up to two adopted children.

(b) When there is one child born to these parents and there are reasonable medical indications that there can be no others, the Board will provide children's allowances for one adopted child.

(c) When there are already two children in a family (whether adopted or born to these parents) the Board will grant no allowance for any additional adopted child.

(d) When one or two children have been adopted with the approval of the Board and later one or more children are born to the parents, the Board will continue, in behalf of the children adopted earlier, all allowances, as for children born to this couple.

(e) The Board will make no allowances for children adopted by single Personnel.

512      4. Exceptions

Exceptions to the above shall be by action of the Board of Directors on recommendation of the Executive Cabinet, with individuals having the right to appeal any adverse decision of the Executive Cabinet to the Board of Directors through the Executive Vice President.

E. SUPPLEMENTARY ASSISTANCE

513      1. Documentation of United States Citizenship

For many years it has been difficult to secure for children born abroad of American parents a satisfactory birth certificate or Consular Report of Birth. Now an arrangement has been made whereby it is possible to secure three documents: Report of Birth; Certification of Birth; and Certificate of Citizenship, which should be carefully preserved. Children born abroad of Board Personnel during the last three or four decades and parents now living abroad are strongly advised to study carefully Appendix VII "Documentation of United States Citizens Born Abroad" and follow the procedure outlined.

2. Walker Missionary Homes, Inc.

It is assumed that arrangements will normally be made with relatives and friends for children studying in the United States. When such arrangements cannot be made, Board Personnel have available the facilities of a home which has been established in Auburndale, Massachusetts. The Home is controlled by trustees appointed by the Board and a board of women managers appointed by the trustees. Parents or guardians will assume full responsibility for the financial arrangements for their children in correspondence with the trustees or managers of the Home. Parents contemplating sending their children there should correspond early with those in charge. The address is The Walker Missionary Homes, Inc., 144 Hancock Street, Auburndale, Massachusetts 02166, U.S.A.

3. Secretarial Counsel

The Board Secretaries recognize that families will make arrangements with relatives and friends for the guidance and supervision of children living in the United States while the parents are on the field. However, the Secretaries, too, are available for this kind of help and guidance; and the Area Offices keep an up-to-date file of the children from the various fields who are studying in America. Staff members will make a special effort to meet these children during visits to the institutions where they are studying. With the help of the parents, it will be possible to keep this contact a vital and meaningful one, so that the children will feel free to consult the members of the staff and especially the appropriate Area Secretary or the General Secretary for the Division of World Service at any time.



## PART VI

### RELATIONS WITH FIELD ORGANIZATIONS AND WITH PEOPLE

#### A. RELATIONS WITH THE GOVERNMENT

601 Board Personnel are guests of the government of the country in which they serve. All governments are sensitive to the conduct and the utterances of those who come from other countries to live for a period. Board Personnel should know the rules and regulations which affect their life and work and carefully comply with them. Most of the people are friendly, and it is possible for courteous and outgoing persons to establish mutually helpful relationships with officials and others.

#### B. RELATIONS WITH THE LOCAL CHURCH

602 Board Personnel, for their own spiritual well-being, will share the worship, activities and support of the church in the locality where they serve, including formal affiliation where this is feasible and advisable. Doctors, nurses, teachers or members of other professions, by their attendance and participation in the life of the church, are a persuasive witness, thus indicating their stewardship of time and money. This is particularly important where large Christian institutions so overshadow the church that it is in danger of being discounted as the vital core of the Christian movement.

#### C. RELATIONS WITH THE FIELD AUTHORITY AND COLLEAGUES

##### 603 1. Personal Attitudes and Official Relationships

A cordial and creative relationship between Personnel and the field organization which they serve is vital. Such a relationship makes life satisfying and work rewarding. In nearly every area work which was begun by a mission has come increasingly under the national church, and frequently interdenominational connections are formed. The Area Secretary or the General Secretary for the Division of World Service will help Personnel understand the precise arrangement currently in force. The Secretary can frequently arrange for them to meet Nationals and others from the area. Between Personnel and Nationals on the field there is a "partnership in obedience," and Personnel should prepare themselves for this role. Under the leadership of the Division of World Mission and Evangelism of the World Council of Churches this partnership is finding expression in "Joint Action for Mission and Service" by which the churches of an area, together with representatives of related missions, study the needs of the area and seek to redeploy available resources to meet those needs. Board Personnel should be aware of such plans.

##### 604 2. Field Personnel Committee

On every field definite responsibility for pastoral counsel and guidance of Board Personnel shall be assigned to a Field Personnel Committee or to an individual serving in the same capacity. This committee

(or individual) shall be responsible for acquainting itself with the work of the Board Personnel, especially those in their first term of service; taking initiative in making suggestions for increasing their effectiveness; arranging for securing further advice when necessary; and, when desirable, acting as intermediary between Board Personnel and the Field Authority. The Field Personnel Committee shall also keep the Board informed through the Board Secretary concerned, of the progress in adjustment of first term Personnel and of any problems related to Personnel which are likely to require consideration by the Board.

605      3. Cases Where the Return to the Field of Personnel is Not Requested

In case the return of Personnel is not requested, it shall be the duty of the Field Personnel Committee to file with the Board a full statement of the factors involved.

606      4. Opening of New Work

It is essential that no piece of work in a field be regarded as belonging to an individual. All work carried on by Board Personnel within a field is a part of the work of the Field Authority and the Board and subject to the control of the Field Authority. For this reason Board Personnel shall open no new work without approval of the Field Authority. No new work requiring support from the United Church of Christ shall be started unless Board approval has been given.

607      5. Use of Special Gifts Received Through Directed Giving

Any special gifts received by individuals for other than their personal or family use are to be transferred to the Treasurer of the Field Authority for expenditure in accordance with the wishes of that Authority. In transferring such a gift the purpose for which the donor gave it should be clearly stated. If it is impossible to fulfill that purpose, the donor should be consulted and a suggestion should be made for an alternative use. If the donor so desires, the gift should be returned to him through the Treasurer of the Board. Board Personnel should encourage givers to support regularly authorized work. (See Sec. 707(c).)

D. RELATIONS WITH PEOPLE OF OTHER FAITHS

608      A sound and sympathetic knowledge of the religion of the area, such as Buddhism, Hinduism, Islam, or Animism, as well as an understanding of its culture, and a command of the language, are important for Board Personnel who should use every occasion to acquire and develop such knowledge. This knowledge is essential in order to communicate effectively the faith they hold. Such communication calls for sensitive persons of faith with a knowledge of the Bible, and a background in Christian history and theology which they can articulate clearly. This cultivation of effective channels of communication in word and deed is at its best a lifelong career.



## PART VII

### RELATION TO THE CHURCHES IN THE UNITED STATES

#### A. DEPARTMENT OF INTERPRETATION

701 Board Personnel, through their activities, correspondence, and reports provide an important source of material for the interpretation of the Board's work to the home church.

Arrangements for the preparation and use of such materials are particularly the responsibility of the Board's Department of Interpretation within the Division of Interpretation and Personnel. This Department, with a corresponding committee of the Board of Directors, is set up:

"To correlate, in so far as is possible, the relationships of the Board to the home Church in matters of interpretation, enlistment, promotion, and all the other ties by which the Board represents the home Church overseas, and at the same time serves the home Church by linking it with the Church and its Mission in other lands; and

"To recommend in the matters of specific program of public meetings, educational conferences and seminars, publications, fund raising, activities, laymen overseas, tours related to overseas missions and like activities including the coordination of the home Church relationships of the Board with the activities of the Stewardship Council."

The Department of Interpretation publishes for the Board such informational pieces as the Board may need to issue in its own name, for example, the Annual Reports, and the Directory and Calendar of Prayer; and it serves as a liaison between the Board and the agencies of the United Church especially concerned for promotion, publicity, and education in support of the whole work of the church and of "Our Christian World Mission." These agencies with which the Department works include the Stewardship Council (referred to below), the United Church Herald, the Council for Lay Life and Work, the Office of Communication, the Division of Christian Education (for curriculum material), the Council for Christian Social Action, the Conferences, the General Synod, etc.

Requests for writing, etc., from Board Personnel while overseas will ordinarily be cleared by the Department through the Area or Divisional Secretary, to be sure the burden of such work is kept in proportion. When on furlough, Board Personnel may be asked to participate in deputation work, conferences, seminars, and other appointments arranged for the interpretation of the Board's work. The majority of such appointments will be planned directly by the Stewardship Council, or in a few cases by other agencies, but under procedures arranged by the Department of Interpretation and within schedules approved by the Area or Divisional Secretary.

## B. THE STEWARDSHIP COUNCIL

702 Most of the promotional and educational work in which Board Personnel are asked to participate is delegated to the responsibility of the Stewardship Council.

As shown in the Chart of the United Church of Christ found in Appendix I, the Stewardship Council, like the Board for World Ministries, is one of eight instrumentalities under the General Synod of the United Church of Christ. "The Stewardship Council was established by the General Synod of the United Church of Christ to foster the principles and practice of Christian stewardship and, within this objective, to strengthen the total work of each local church and help it to attain adequate financial support; and to enlist each local church and its members in the support of and participation in Our Christian World Mission, which encompasses the work of the Conferences and the Instrumentalities of the United Church of Christ."

The Stewardship Council has Divisions of (1) Stewardship Education; (2) Information and Interpretation, or Missionary Education; and (3) Promotion; as well as Offices for (1) Literature Production; and (2) Audio Visuals. It also has Regional Secretaries in San Francisco; Decatur, Georgia; St. Louis; Boston; Philadelphia; and Chicago -- for consultation with churches, associations and conferences.

### 703 1. Services to and by Overseas Personnel, in Regard to Promotion

The Stewardship Council, in consultation with the Department of Interpretation, duplicates and mails letters from Board Personnel to friends on their mailing lists, and arranges wider circulation for selected letters; uses letters suitable for distribution to children; publishes promotional materials, including "Task Force" and general and specific pieces for the Board for World Ministries (as in connection with the mission study emphases), for which articles, photographs and colored slides from the field may be sought; prepares a 150- to 175-word section in "Task Force," entitled "Moments of Concern," for use in Sunday morning worship services; produces "Personal Reports" which are film strips and tape recordings based on materials from Board Personnel. Information about these matters may be obtained from the Stewardship Council, 1505 Race Street, Philadelphia Pennsylvania 19102.

### 704 2. Speakers' Bureau

The Speakers' Bureau of the Stewardship Council uses Board Personnel as speakers, on the basis of careful arrangements worked out in advance with the individual and the Area or Divisional Secretary of the Board, usually for agreed upon blocks of time made available to specified conferences.

### 705 3. Tours (See Sec. 217.)

The Tours Secretary of the Stewardship Council plans itineraries for several educational tours by United Church people each year in various parts of the world, including visits to the Board's work. Board Personnel may be asked for advice and assistance in making the tours a useful experience.



#### 4. Missionary Relationships with Home Churches

Relationships between local churches and Overseas Personnel of the Board (formerly Congregational Christian Projects and Evangelical and Reformed Second Mile Gifts) are planned and coordinated through the Program Information Secretary of the Stewardship Council. He will help churches select their projects and assist in establishing the contract between the church and the project adopted. The major value in such relationship is the direct channel of communication maintained between such a parish and those in a particular overseas ministry. Board Personnel can help the whole cause of Our Christian World Mission by carrying on faithfully their part of the correspondence.

### C. GIFTS FROM CHURCHES AND INDIVIDUALS

#### 1. Support for the Board Budget

The budget of the Board includes the program of basic needs as determined by overseas authorities, Board Committees and Directors. The approved budget is the Board's best response to the expressed needs from the field. Overseas Personnel are urged to remember the importance of encouraging the churches and individuals with whom they have relationships to give to the Board budget so that the budget can be increased to include any new work for which support is needed. To encourage donors to by-pass the budget for a particular interest may mean that support more critically needed elsewhere is not then available. The more support given for this financial plan of the Board growing out of the needs expressed by overseas authorities, the sooner an equitable and evaluated increased support can be given by the Board to all areas. Designated giving which by-passes the budget of the Board tends to produce a program determined by the donors and the beneficiary of designated gifts rather than by the sum total of the needs as reviewed by the field and the Board.

To assist donors who do designate their gifts Board Personnel are urged to suggest to them one of the following ways of designating their gifts:

(a) Some donors want their gifts to support the general work of the Board. Such gifts for Basic Support are imperative if the Board is to include in its planning the primary needs of Overseas Personnel, projects and institutions. Such gifts (including those from the summer mail appeal) are essential if the Board is to extend its work overseas.

(b) Many donors send gifts designated to help the Board meet its Basic Support of "the work of" a particular individual, project or institution. Such gifts are essential if the Board is to extend its work overseas. In the new definitions such gifts are titled, "Personalized Giving."

(c) Other donors want to make a gift which will render a service for which the financial planning of the Board has not provided support. These gifts in the past have had such instructions as "for the discretionary use of... (name of individual)" or as a

"special gift" to an institution or project. Such gifts are transmitted to the field in addition to budgeted support. In the new definition, recently adopted, such gifts are titled, "Directed Giving."

(d) A few donors, more likely personal relatives and friends, send gifts for "the personal use of.... (name of individual)." These gifts are for the individual or family to use for what they personally need. Such gifts are credited to the person's personal account, or transmitted if desired.

708

## 2. Second Mile Giving

In the new patterns of giving there are also provisions for churches, having given assurance of meeting their goals to Basic Support, to give to specific items in the Budget and/or to an approved list of needs which estimated income did not permit inclusion in the budgeted expenditures. Gifts from churches to this list will be encouraged after the church has given assurance of meeting its share of the budgeted goals. Needs itemized on this list might include some non-recurring items as well as needs on the expanding edge of the present program looking toward the year when they can be included in the budgeted pledge of the Board. (Second Mile Gifts succeed the former Authorized Specials of Congregational Christian Churches, and Second Mile Gifts of E & R Churches.)

709

## 3. Credit

When Basic Support credit (known in the past as apportionment credit) is requested by a church or individual (for his church) the gift has to be used toward the Basic Support of the Board Budget or as a Personalized Gift to any particular part of it. When no credit is requested, the donor may make a Directed Gift and specify his wishes as to the use of the gift, whether within the Budget or beyond it, and as with all such instructions, the donor's wishes will be honored.

Second Mile Gifts from churches will receive Second Mile credit.

(Missionary Relationships will be Personalized Gifts if the donor church has not yet met its Basic Support goal, or Second Mile Gifts if it has.)

The above definitions and regulations are the decision of the Executive Council and the Budget Committee of the General Synod of the United Church, and future modifications of the Board's practices in any approach to congregations and individuals of the United Church of Christ are subject to consultations and decisions of the United Church of Christ.

710

## 4. All-Church Offerings, in Support of the Division of World Service

The One Great Hour of Sharing (in Lent) and the Share Our Substance (in the fall) offerings are authorized by the denomination as "All-Church Offerings," and provide the major support to the Board for World Ministries for the work of its Division of World Service. These two offerings have a special character in the denomination in that they are basic support for an instrumentality budget.



The total offerings designated to OGHS and SOS will be given to the Service Division of the Board. Encouragement to the churches to participate fully in these offerings is very much to the point.

## PART VIII

### TERMINATION OF ACTIVE SERVICE

#### A. LEAVE OF ABSENCE AND REINSTATEMENT

801 Leave of absence granted by the Board shall imply no financial responsibility on the part of the Board and shall automatically terminate two years from the date it begins unless explicitly stated otherwise in the action granting this status.

An individual on leave of absence may be returned to active status within the two-year period by vote of the Executive Cabinet, but the reinstatement of Personnel whose leave of absence has expired shall be by the following procedure:

(a) An application for reinstatement containing current biographical data shall be presented to the Personnel Department as in matters of original application.

(b) The decision concerning this application shall be made by the Board upon recommendation in the manner normal to its Personnel Committee procedures, and these shall include a consideration of references from the applicant's former field of service.

#### B. RETIREMENT FROM SERVICE AND EMERITUS STATUS

##### 802 1. Correspondence Regarding Retirement

The Area Secretaries and the General Secretary for the Division of World Service shall correspond with Board Personnel who are approaching retirement age in order to have a clear understanding with them about the application of these regulations to them. The approaching age of retirement should be considered in arranging the last furloughs.

##### 803 2. "Retired" and "Emeritus" Status

Board Personnel may retire on reaching the age of 65. Those who are at least 65 years of age at the time of retirement from Board service and have completed 25 years or more of active service are given "Emeritus" status. All others who have been in career service qualifying them for Board recognition at the time of retirement are listed as "Retired Personnel." At the age of 70 all Board Personnel must retire from active service. In the case of husband and wife, the age of the husband shall determine the time of retirement.

##### 804 3. Retirement on the Field

Except in extraordinary cases Retired Personnel shall withdraw from the field. In special cases the Directors may allow them to remain on the field, but the request to remain must be made to the Board by the party concerned, this request to be accompanied by a statement of approval from the proper medical officer and from the Field Authority. In case the



request is granted, Retired Personnel shall receive no pension supplement from the Board in the event that the total of Social Security and income from the United Church of Christ retirement funds equal or exceed the current basal field salary, although the Board will provide medical coverage as described in Sec. 310 and may add a housing allowance. In no case shall the total of Social Security, retirement fund income, and Board supplement exceed the retirement allowance to which the Retired Personnel would be entitled in the United States.

805      4. Homeward Travel and Retirement Allowance

The Board will defray ordinary homeward travel expenses of Personnel anticipating retirement, in accordance with the Handbook (See Secs. 347-349 and Appendix V) and will guarantee a retirement allowance set with reference to the cost of living. The figures applicable at a given time may be obtained from the Area Secretary or the General Secretary for the Division of World Service. In order to receive the full guarantee, Personnel must be at least 65 years of age and must have served at least 33 years. Those leaving Board service earlier are entitled, at the age of 65, to a proportion of the full guarantee based either on this 33-year minimum or on the number of years which the Personnel in question would have served if they had continued in Board service to the age of 65 (whichever of these denominators is the larger).

The Board's provisions for medical care for Retired Personnel are presented in Sec. 310 with fuller explanation provided in Appendix VI.

806      5. Honor Roll

All Retired Personnel of the Board, if they have been in active service twenty-five years or more, shall be included in the Honor Roll of the Board with a notation of the years of service.

C. WITHDRAWAL FROM SERVICE

807      1. Withdrawal for Health Reasons

Whenever Board Personnel are compelled to withdraw for health reasons, as determined by the doctors responsible to the Field Authority, the full cost of return travel will be Board responsibility.

808      2. Withdrawal for Personal Reasons Other than Health

When Personnel, for personal reasons other than health, withdraw from service before the end of a regular term or a short term as contracted, certain financial adjustments are required. It is expected that the financial adjustment will include a proportionate return to the Board on the cost of round-trip travel outfit grants and special study grants, with the details of the adjustment and the terms of the payment to be determined by the Treasury Division in consultation with the Area Secretary or the General Secretary for the Division of World Service and the party involved. (See Appendix II "Memorandum of Agreement Between Term Appointee and the UCBWM.")

809        3. Adjustments Because of Marriage

If a person marries during service, his appointment and his status with the Board are subject to reconsideration by the UCBWM.

810        4. Recall of Personnel and Termination of Their Service with the Board

The Board of Directors may at any time recall Personnel from the field and terminate their service with the Board when in the judgment of the Board of Directors the interests of the work will be best served by such action, necessitated by failure to perform any duty reasonably required, physical disability, nervous disorder, moral failure, inability to work in harmony with colleagues, or any other factors. In all cases of this kind, however, when such persons are Career Appointees they shall have the privilege of representing their case through the Executive Vice President to the Board of Directors.

811        5. Canceling of Appointment Before Departure

Whenever, before the time of departure, the Board of Directors or an Appointee are convinced that the appointment was ill-advised, the right of the Board or the Appointee to cancel the appointment will be recognized.

812        6. Board Declines to Return Personnel to Field After Furlough

When the Board declines to return Personnel to the field, although requested by the Field Authority to do so, the Area Secretary concerned or the General Secretary for the Division of World Service shall send to the Secretary of the Field Authority adequate explanation for such action.

D. ENROLLMENT IN RETIREMENT FUNDS AND PAYMENT OF DUES

813        1. Career Personnel

The Board requires that all Career Personnel shall enroll in one of the retirement plans of the United Church of Christ: namely, the Annuity Fund for Congregational Ministers, the Ministers' Retirement Annuity Fund, or the Retirement Fund for Lay Workers. Personnel who choose not to participate in one of these funds shall in writing release the Board from all financial responsibility in case of disability or retirement.

Ordained Personnel whose ministerial standing is in another denomination may wish to continue active in the retirement plan of that denomination but are actually eligible for membership in the Retirement Fund for Lay Workers.

Since the Board pays all of the premiums on these retirement plans and because they are designed to provide automatically for a portion of the retirement allowance, the amount of retirement benefit received from membership in any of these three funds is to be considered a part of the retirement allowance provided by the Board. The details of this plan are handled by the Treasury Division of the Board, to which all inquiries should be addressed.



## 2. Regular Term Personnel

All Regular Term Personnel, like Career Personnel, are required to enroll in one of the retirement plans of the United Church of Christ. They are given the option of having an equivalent payment made to a plan in which they may be enrolled at the time of appointment. However, if this option is taken, the arrangement must be reviewed at a later date when the Regular Term person may be given Career appointment. At that time, the terms for Career Personnel explained above must be met (that is, enrollment in a United Church of Christ plan or the signing of a waiver relieving the Board of all responsibility in case of disability and at the time of retirement).

## 3. Short Term Personnel

Membership in these denominational retirement plans is not available to Short Term Appointees with the exception of ministers ordained in the United Church of Christ. The Board will enroll the latter or continue their enrollment in the appropriate fund of the United Church of Christ.

### E. ENROLLMENT IN SOCIAL SECURITY AND PAYMENT OF DUES

816 The Board accepts responsibility for the following:

(1) Payment of the employer's share of Social Security tax for all Personnel;

(2) a reimbursing grant for the employee's share of Social Security tax for all Personnel; and

(3) a reimbursing grant for the full payment of Social Security tax for Appointees who, being ordained, are enrolled in Social Security as self-employed persons.

Wherever possible in the case of couples, the Social Security payments are calculated on the basis of individual salaries for husband and wife, with supplementary allowances apportioned equally. Salaries differ from field to field, and therefore there will be differences in the potential receipts from Social Security after retirement. However, both individual equities in the United Church of Christ retirement funds and Social Security income are considered basic resources toward the guaranteed minimum retirement income. By this means, the Board is able to approximate an equalization of retirement provisions for Personnel whose salary levels have been very different throughout their careers of service with the Board.

## LOOKING TO THE FUTURE

The Purpose of the Board is set forth in the opening Section of this Handbook. Much of the remainder of the book gives guidance to Overseas Personnel as they play a major role in carrying out this Purpose.

Three basic developments underlie much that has been written in these pages: (1) The work of Mission and the work of Service have been brought together under one administration. (2) The overseas work formerly under two denominations has been combined under one Board. (2) Churches and institutions on the field have progressively undertaken responsibilities formerly carried by the Board.

The full implications of these three factors must be realized and made explicit. The Handbook is in loose-leaf form to facilitate the inclusion of such further provisions as the Board of Directors may determine in order to carry out the declared Purpose under changing conditions. If deemed advisable at a later date, this material and any necessary modifications will be published in more permanent form.

It is hoped that this Handbook and the service of fellow workers which it may assist will truly serve the Purpose of the Board and the faithful undertaking of Christ's Church.



# UNITED CHURCH OF CHRIST



Inspiration and authority for the whole Church:  
*God, through Jesus Christ and the Holy Spirit, acting upon Biblically informed minds.*

A CHART OF  
RELATIONSHIPS and FUNCTIONS  
IN THE  
UNITED CHURCH OF CHRIST  
  
THIS CHART DOES NOT INDICATE  
LEGAL OR ADMINISTRATIVE STRUCTURE

More than 6,500 local churches, for worship, study and outreach, with over 1,950,000 members

Area centers of program and services, church and ministerial standing:  
248 Acting Associations, and 70 Acting Conferences consisting of ministers and elected delegates of the churches

## NATIONAL CENTERS OF TOTAL CHURCH CONCERN AND PROGRAM:

UNITED CHURCH HERALD  
Editors appointed  
by Executive Council

Council for  
Higher Education

Commission on  
Christian Unity

United Church  
YEAR BOOK

Council for  
Health and Welfare Services

Commission on  
Worship

**GENERAL SYNOD**  
Composed of 675 to 725 church members  
elected by their Acting Conferences  
to this representative, deliberative body Meets biennially  
  
**EXECUTIVE COUNCIL**  
Acts for General Synod between Synod sessions

Nominating Committee

Long Range  
Planning Committee

Credentials Committee

Budget Committee

**Board for  
WORLD MINISTRIES**  
Ecumenical relationships through  
missions and service for:  
Evangelism  
Medical Services  
Education  
Relief and Rehabilitation  
Reconciliation  
In more than 30 countries

**Board for  
HOMELAND MINISTRIES**  
Cooperative plans  
and services for:  
Evangelism  
Research  
Christian Education  
Church Extension  
Health and Welfare  
Higher Education  
Publishing

**Council for  
CHRISTIAN SOCIAL  
ACTION**  
Study and programs in:  
International affairs  
Racial and Cultural Relations  
Economic Life  
Religious Liberty  
Social Welfare  
Social Action  
Christian Community

**Council for  
CHURCH AND MINISTRY**  
Ministerial Standards  
Life Enlistment  
Student Care  
Theological Education  
In-service Training  
Pastoral Relations  
Religion and Health  
Chaplaincies  
Minister's Quarterly

**Council for  
LAY LIFE AND WORK**  
Coordinates the Work of Men's  
and Women's Organizations:  
Lay Theological Studies  
Lay Churchmanship  
Special Mission Projects  
Adult Programs  
Leadership Training  
Educational Publications

**STEWARDSHIP  
COUNCIL**  
Stewardship Education  
Mission Information  
and Interpretation  
Promotion  
Christian Enlistment  
Special giving projects  
Speakers Bureau  
Tours  
Audio Visuals  
Publications  
United Church Sunday Bulletin

**Office of  
COMMUNICATION**  
Public Relations  
Liaison with press and  
broadcast media  
Educational programming  
in radio and television  
Film Production  
Research in mass  
communication  
Workshops in use of mass  
media

**PENSION BOARDS**  
Non-profit membership  
corporations providing  
annuity plans for both  
ordained and lay staff of  
churches and church-related  
organizations  
Administers ministerial  
relief activities of  
United Church of Christ

## NATIONAL AND WORLD AFFILIATIONS

NATIONAL COUNCIL OF CHURCHES—Foreign Missions—Home Missions—Christian Education—Life and Work—United Church Women—United Church Men—  
Broadcasting and Films—Church World Service—Research and Survey—Faith and Order

WORLD COUNCIL OF CHURCHES—Refugees and Inter-Church Aid—Life and Work—Faith and Order—Ecumenical Studies—Work Camps—World Missions and Evangelism

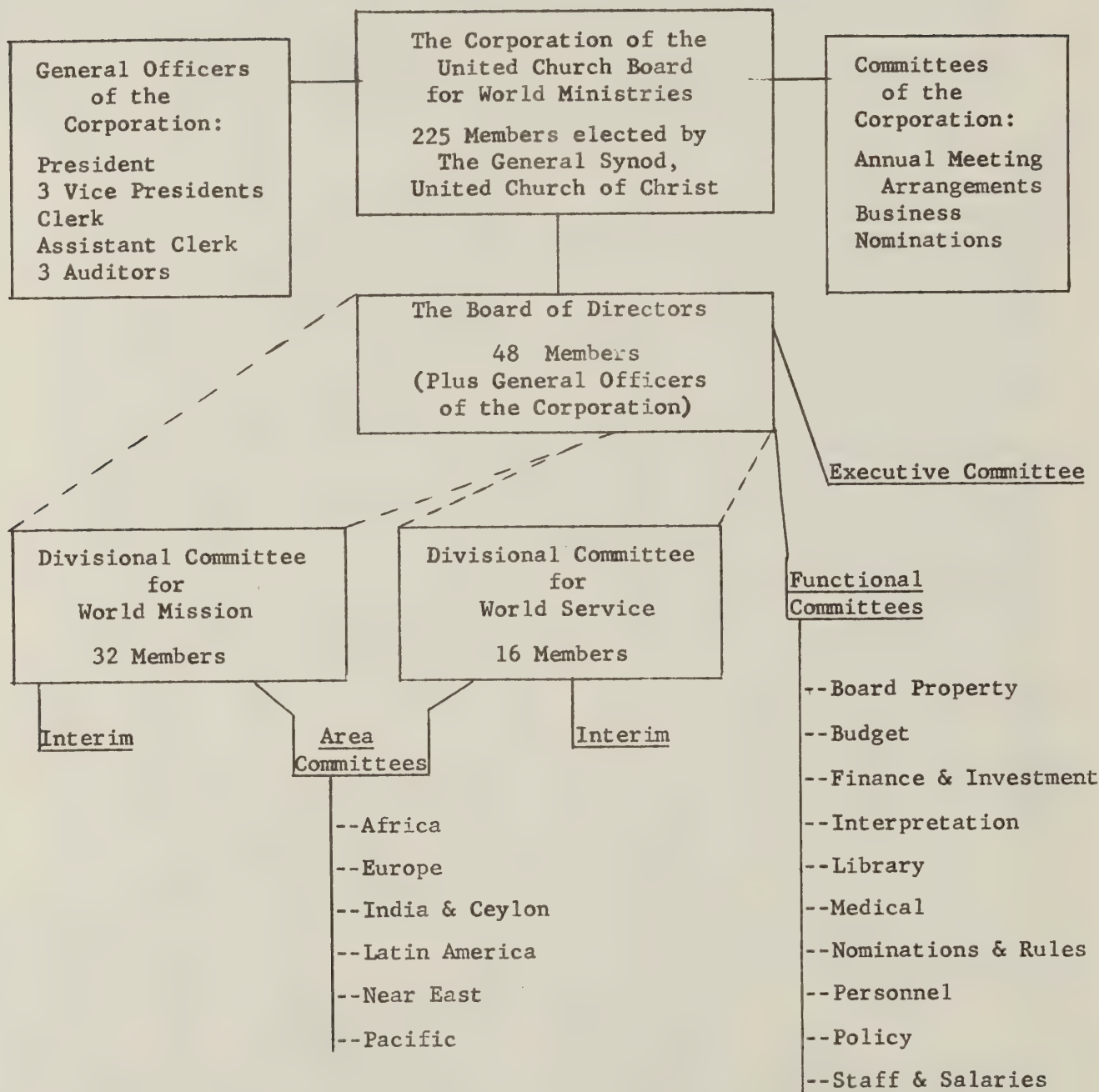
WORLD ALLIANCE OF REFORMED CHURCHES

INTERNATIONAL CONGREGATIONAL COUNCIL

APPENDIX I (Contd.)

THE ORGANIZATION OF THE

UNITED CHURCH BOARD FOR WORLD MINISTRIES

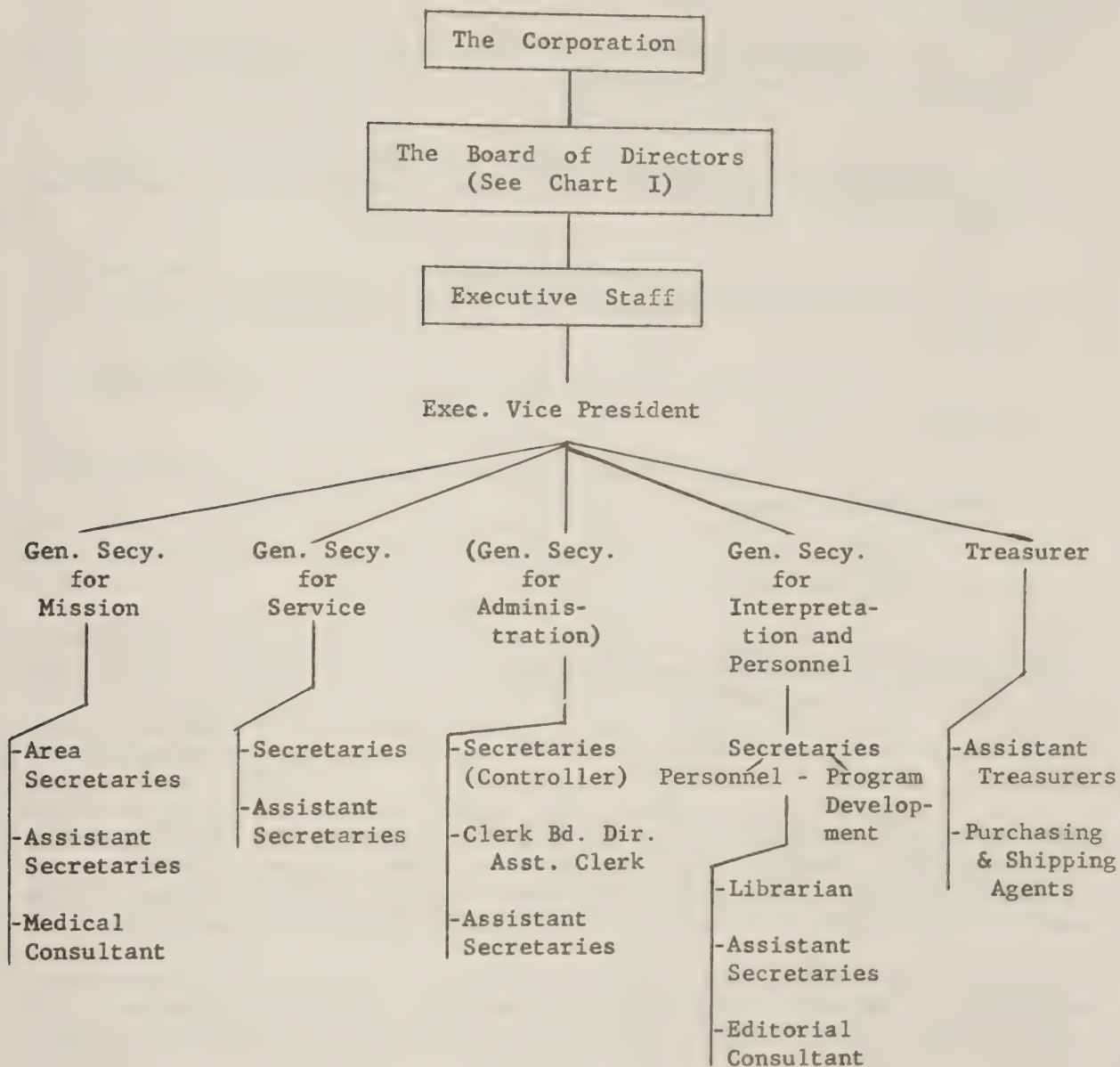


N.B. This chart indicates the organization of the Board as a policy-making and governing body. The following chart indicates the staff organization through which the work of the Board is conducted.



APPENDIX I (Contd.)

THE STAFF ORGANIZATION OF THE  
UNITED CHURCH BOARD FOR WORLD MINISTRIES



The activity of the Executive Staff is organized through:

- The Cabinet
- The Executive Cabinet
- Divisional Councils:
 

World Mission	World Service
Interpretation and Personnel	Treasury
- Committees organized for specific concerns.

## APPENDIX II

### Some of the Provisions that Are Ordinarily Included in a Memorandum of Agreement Between a Term Appointee and the UCBWM

#### Financial Provision by the Board:

1. Travel expenses at normal UCBWM rates for the most direct and feasible route from the Appointee's home to the field, and return from the field to the Appointee's home.
2. Tuition, travel, and housing expenses in connection with such orientation or pre-service training as the UCBWM may direct, including language study.
3. The basic salary of the assigned station plus income taxes, if any, paid to the Government of the country in which the station is located.
4. A simple furnished room near the institution to which the assignment is made.
5. Both the employer's and the employee's share of United States Social Security taxes.
6. Major medical expenses according to the existing medical rules of the UCBWM.

If for personal reasons the Appointee withdraws before the completion of three years of service, the travel expenses will be apportioned. In case of withdrawal before the completion of two years of service, the Appointee will pay the full round-trip travel costs. If the Appointee withdraws at the end of two years of service, the Appointee will be responsible for homeward travel.

If the Appointee for health reasons, with medical approval of the responsible doctor, is obliged to withdraw from service and return to the United States before the completion of the three-year term, the United Church Board for World Ministries will pay return travel expenses at normal rates for the most direct and feasible route from the station to the Appointee's home.

In the event the Appointee does not return to the United States at the end of the three years of service, the Board will pay a sum equivalent to the cost of direct return travel from the field station to the Appointee's home.

If a single missionary marries during the term of service, this appointment and Board status are subject to reconsideration.

It is understood and agreed that the Appointee will recognize a primary relationship to the church in the country, and will be ready to participate in local and national programs of the church (work camps, youth conferences, etc.), as responsibility in the primary assignment permits or vacation periods make possible.



Although this is not a career appointment, it is truly a missionary appointment calling for a spirit of sacrifice and devotion. While details of the work assignment will be at the direction of the Field Authority, the Appointee is at all times a representative of the UCBWM, and, in assigned or unassigned responsibilities, it is expected that, to the full extent of the individual's capacity, every endeavor will be made to live a Christian life and to advance the work of the church.

United Church Board for World Ministries

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Secretary of the Board

Date:

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Appointee

### APPENDIX III

#### Matters to Be Cared for by Overseas Personnel in the Period After Appointment and up to the First Days on the Field

	<u>Handbook Section No.</u>
Arrange for studies between the time of appointment and sailing	208, 209, 212
Secure permit to enter the field, birth certificate, passport, visas	317
Make travel arrangements with the Treasury	316, 319, 320, 321
Secure outfit allowance and consult Purchasing Department regarding purchases	337, 421, 422
Arrange for freight shipments	322, 343-349, Appendix V
Have inoculations and vaccinations	303, 318
Order magazines for the field	433
Execute will	419
Execute power of attorney	420
Arrange for insurance payments, if any	416
Arrange for filing income tax returns	418
Discuss with Area Secretary or the General Secretary for the Division of World Service any further study to be made on the field	210
Arrange with Stewardship Council about home letters, if desired	450
Secure travel advance and account form	328
Notify the field of the time and place of arrival	326, 327
Have final conference with Treasurer	335
Have final conference with Area Secretary or the General Secretary for the Division of World Service	335
Check data with Record Secretary	335
Arrange for changes in address and mail forwarding	

#### On Field

Make courtesy call upon officers of Field Authority and Government Officers	601, 603
Render travel account	329
Discuss field study of language, religion, etc. with Field Authority	209, 210, 212



#### APPENDIX IV

##### Matters to Be Cared for by Overseas Personnel Prior to and During Furlough

	<u>Handbook Section No.</u>
Secure permission from Field Authority to write Board for furlough and write to the Board	331
Correspond with Area Secretary or the General Secretary for the Division of World Service regarding home study, speaking and living arrangements	211, 212, 333, 341
Secure permit from the local Government to return to the field	317
Secure visas for travel, if needed	317
Arrange transportation	319, 320, 321
Have inoculations and vaccinations	308, 309, 318
Secure travel advance and statement form for travel account	316
Notify Board Office of time and place of arrival at destination	326, 327, 430
Arrange for purchase of car, if necessary	443
Render travel account	329
Arrange visit to Board rooms	
Have medical examination, carry out prescribed treatments, and secure clearance for speaking	301, 308, 309

##### Return to the Field

Secure medical clearance	301
Obtain permission from the Board to return to the field	334
Secure passports and visas	317
Arrange transportation	320, 321
Have inoculations and vaccinations	318
Secure Reoutfit Allowance	339
Arrange for freight	322, 343-349, Appendix V

Arrange sale of car, if necessary	443
Have final conference with Treasurer	335
Have final conference with Area Secretary or the General Secretary for the Division of World Service	335
Check data with Record Secretary	335
Discuss further field study with Area Secretary or the General Secretary for the Division of World Service	209, 210, 212
Arrange for changes of address and mail forwarding	



## APPENDIX V

### A SCHEDULE OF MAXIMUM SURFACE FREIGHT ALLOWANCES PROVIDED FOR PERSONNEL OF THE U.C.B.W.M.

Type of Freight Allowance	Career and Regular Appointment		Special Term Appointment
	Adult	Child	
1. <u>Initial Allowance:</u>			
A. Freight, per person	140 Cu. Ft.	40 Cu. Ft.	10 Cu. Ft.
B. Packing costs	\$100.00	-----	-----
2. <u>Furlough - Homebound:</u>			
A. Freight, per person	20 Cu. Ft.	10 Cu. Ft.	-----
3. <u>Post-Furlough - Return:</u>			
A. Freight, per family	1 Cu. Ft. for each \$5.00 of Reoutfit Allowance		-----
B. Packing costs	\$50.00	-----	-----
4. <u>Withdrawal at the End of Term:</u>			
A. Freight, per person	70 Cu. Ft.	20 Cu. Ft.	20 Cu. Ft.
B. Packing costs	\$25.00	-----	-----
5. <u>Pre-Retirement Homebound:</u>			
A. Freight, per person	100 Cu. Ft.	-----	-----
B. Packing costs	\$50.00	-----	-----

#### Explanatory Notes

- I. The free freight allowance provided by the carrier with your ticket is over and above the figures presented in this schedule. The usual free allowances are:
  - a. Each Trans-Atlantic ticket for travel by ship provides for 25 cubic feet of free baggage in the hold, plus the baggage you carry to your cabin. The Trans-Pacific ticket for travel by ship provides for 40 cubic feet of free baggage in the hold, or 20 cubic feet for a one-half fare ticket.
  - b. Each airplane ticket provides 44 pounds of free baggage.
- II. The Board accepts responsibility only for the actual freight shipments up to the maximums stated in this schedule.
- III. Personnel traveling by air shall have the option of applying the equivalent cost of any unused portion of surface freight shipment against air baggage or air freight charges incurred. The rate that will apply for this conversion is: one cubic foot or 10 pounds of surface freight is considered equal to \$2.50 when applied to the cost of air freight or baggage.
- IV. The Board will pay the import duties levied by foreign governments on normal personal and household effects within the limits of the freight allowances provided in this schedule, but not on non-essential luxury items that are subject to extremely high duty. On all shipments in excess of the above allowances, the Board and the Personnel will pay pro-rata shares on import duties and all other charges in proportion to the amount that a shipment exceeds the maximum allowance set forth in this schedule.
- V. The freight insurance coverage is \$1.00 for each pound of freight allowance used up to 1400 pounds; and \$1.00 for every two pounds of freight allowance used over 1400 pounds. The shipper has the option of increasing the insured value of his shipment at his personal expense.

## APPENDIX VI

### SCHEDULE OF MEDICAL BENEFITS FOR RETIRED BOARD PERSONNEL

CATEGORY A: This includes Personnel who retire at the age of 65 with a minimum of 33 years of service whose total income from Social Security and denominational pension plans does not exceed the following amounts: \$3600 per annum for married couples; \$2160 for single persons.

The cost of medical care is provided by the Board according to the following Schedule but with the understanding that special appeals will be considered in case of unusual hardship:

#### Schedule of Allowances

1. The Board will cover the following, with the exceptions noted:
  - (a) Hospitalization at semi-private room rate, with the Personnel contributing \$2.00 per day after the first seven days;
  - (b) physicians' and surgeons' fees, nursing care, laboratory and x-ray examinations directed by qualified physician;
  - (c) dental surgery;
  - (d) the examination fee of an M.D. oculist and one pair of lenses on new prescription (Contact lenses will be covered only if recommended in writing by the oculist for medical reasons. Frames for glasses are a personal responsibility.); and
  - (e) travel for medical care, when judged necessary by the Medical Desk.
2. The Board will pay one-half the expense of the following:
  - (a) Medicines prescribed by a qualified physician;
  - (b) regular dental work, including dentures; and
  - (c) hearing aids and special appliances recommended by a physician and approved before purchase by the AMMO or the Board's medical consultant.

CATEGORY B: This group is limited to Personnel who retire at the age of 65 with a minimum of 33 years of service but whose total income from Social Security and denominational pension plans exceeds \$3600 per annum (couples) or \$2160 per annum (single people). To the extent of the amount of income in excess of these figures, these people are personally responsible for their medical expenses. When they have reported medical payments equal to this amount, they become eligible for the Board grants listed above on all subsequent medical costs in the year in question.

For example: If a retired couple's income from the sources listed should total \$3900 and they should have medical bills totalling \$500, then they are expected to pay the initial \$300 (\$300 of income



over \$3600) of the medical bill. The Board will apply the above Schedule of Allowances to the balance of \$200.

If a single person's total annual income from the sources listed should be \$2300 and he should have medical bills totalling \$300, then he would pay personally the initial \$140 (\$140 of income over \$2160) of the medical bill. The Board will apply the Schedule of Allowances to the balance of \$160.

CATEGORY C:

Assigned to this category are Personnel with 25 or more years of service who do not, however, qualify for full pension guarantee. Like those in Category B, they are responsible for initial medical costs if their income from Social Security and denominational pension plans exceeds the \$3600 (couples) or \$2160 (single) limits. On subsequent medical costs, they are eligible for the Board grants as listed under Category A, with the exception that these medical grants will be in the same proportion in which the Board guarantees the pension itself.

For example: Mr. B. was born in 1895 and began service with the Board at the age of 25, in 1920. He and his wife served for 25 years or until 1945, at which time his age was 50. Had he served to his 65th year, that is, until 1960, he would have served 40 years. Therefore the ratio is between the 25 years he served and the potential of 40 years at the age of 65, a fraction of 25/40. Hence, the Board will pay Mr. and Mrs. B. 25/40 medical benefits according to the Schedule of Allowances, subject to the qualifications explained in Category B.

CATEGORY D:

The Board will pay to Personnel with more than 13 years of service partial payment in case of need and on specific action by the Board, with the proportion in no case to exceed the limits of the ratio set forth in Category C.

CATEGORY E:

Wherever retired Personnel shall require complete care (nursing home or hospital), the entire income from denominational pension plans, Board pension payments, and Social Security shall be made available to meet the costs of such care, with the Board meeting a proportion of all additional costs equal to the proportion of full pension for which the person (or persons) has qualified.

When such care becomes necessary for husband or wife, involving their being separated, up to 40% of the combined retirement income shall be made available to meet the nursing care costs, and the Board shall meet a proportion of the additional costs equal to the proportion of full pension for which the couple has qualified.

For example: A couple has retirement benefits of \$2700, receiving according to the years of service a fraction of 25/40 of full retirement and medical benefits. The husband is receiving care at a nursing home and the bill is \$2000. And so 40% of \$2700, or \$1080, is applied to the bill, leaving 60%, or \$1620, for the support of the wife. The Board will pay 25/40 of the balance of \$940 (\$987.50) and the couple will be responsible for the balance, or \$352.50.



## APPENDIX VII

### DOCUMENTATION OF UNITED STATES CITIZENS BORN ABROAD

For many years it was difficult to secure a birth certification for United States citizens born abroad which would be as legally valid as the usual birth certificates issued by Registrars of Vital Statistics in the various states. The birth certificate issued by a foreign country in which the person was born, or the Consular Report of Birth form given to parents at the time the birth was recorded at an American Consular Office, was not satisfactory in many instances.

This situation was rectified through an action reported by the Department of State on December 28, 1959, as follows:

"Under regulations effective November 3, 1959, the Department of State will provide a Certification of Birth form to United States citizens who were born abroad and whose birth was recorded at an American Consular Office. The Certification of Birth form is similar to birth certificates issued by local and state authorities in the United States and is designed to serve the same purposes. Children whose births abroad were not recorded at an American Consular Office cannot be provided a Certification of Birth."

The United States citizen parent or parents of a child born abroad are urged to record the birth promptly at the nearest American Consular Office. The birth is recorded on Form FS-240, Report of Birth Abroad of a Citizen of the United States, and is an official record of the Department of State. This Report of Birth is the basis of the child's claim to United States citizenship.

A Certification of Birth form for citizens who were born abroad, and whose birth was recorded on a Report of Birth form, may be obtained by addressing a request to the Authentication Officer, Department of State, Washington 25, D. C. The request should include complete identifying information such as the full name of the child, birth date and birth place, the names of the parents, and the location of the Consular Office where the birth was recorded. You should enclose the required fee in the form of a check or a money order. The fee for one copy is \$2.50 and the fee for each additional copy is \$1.60. This Certification of Birth is essentially the birth certificate for each child.

It is also recommended that you secure a Certificate of Citizenship according to the following instructions issued by the Department of State:

"A person who acquired citizenship of the United States through birth abroad of a United States citizen parent or parents, may apply for a certificate of citizenship pursuant to the provisions of Section 341 of the Immigration and Nationality Act of 1952. This document serves as evidence of United States citizenship. Application for this document should be made to the nearest office of the Immigration and Naturalization Service."

Copies of these three vital documents: the Report of Birth, the Certification of Birth, and the Certificate of Citizenship, should be preserved permanently for each child.

The parent must also arrange soon after birth to include the child on the parent's passport, or secure an individual passport for the child, and all passports must be currently valid at the time of return travel to the United States.

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Sections in the text are indicated by Arabic numerals.

Appendices are indicated by Roman numerals.

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